



Manpower Standard

★ BASE SUPPLY

★This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The Base Supply function provides supplies, equipment, petroleum, and cryogenics when needed to meet worldwide challenges. This function is responsible for requisition, receipt, storage, issue, and inventory of all supplies and equipment. This AFMS provides the manpower needed to support an objective wing Base Supply Squadron in AMC, ACC, USAFE, PACAF, AFSPC, AFSOC and AETC bases during peacetime. It does not apply to satellite operations, the Air National Guard, the Air Force Reserve, and locations with Air Logistics Centers. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76) or are undergoing cost comparison. Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not included in the AFMS. **NOTE:** This AFMS has a 2% percent flexibility factor per HQ USAF/XPM. MAJCOM Directors of Supply are authorized a 2% flexibility factor to move earned supply manpower within their command. This 2% flexibility factor is applied to the total MAJCOM authorizations earned under this AFMS. This AFMS was developed for the Objective Wing, Base Supply Squadron, in accordance with policy and guidance from the Air Staff; AFM 67-1, *USAF Supply Manual*; and in accordance with policies and procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQAB, 550 E Street East, Randolph AFB, Texas 78150-4451.

★SUMMARY OF CHANGES

This AFMS supersedes AFMS 41A0, 14 December 1994. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS. Mission statement, authority, applicability, and responsibility paragraphs have been combined into one paragraph. Paragraphs have been renumbered and paragraph references have been updated. Primary Aircraft Authorized has been changed to Primary Aircraft Inventory (PAI). Functional and AFCQMI POCs have been updated. References to closed bases have been removed. Core composition of PAI has been changed from 54 to 42. Applicability of variance 2 (FAC 41A0) has been modified as directed. Impact of variance 4 (FAC 41A0) has been modified as directed. Variance A2A.6., A2A.7., A2A.8., A2C.1., A2D.8., and A2E.11. were added as directed. Variances were renumbered. Changes are identified with a star (★).

★1. **Core Composition.** This AFMS was developed for a Base Supply Squadron to support an objective wing having a population of 3055 authorizations and a Primary Authorized Inventory (PAI) equivalent of 42.

1.1. **Core Requirement.** 176

1.2. **Core Range.** 84 - 410

★1.3. **Programming Factor.** Population and PAI

2. Standard Data:

2.1. **Approval Date.** July 1993

2.2. **Manpower Data Source.** Workshop Measurement

2.3. **Manpower Equation.** $Y = 106.35 + 0.01265(X1) + .7288(X2)$ The following bases will use the equation listed below: F E Warren, Lajes, Scott, Keesler, Lackland, Maxwell, Anderson, and Hickam AFBs.

$$Y = 91.59 + .006364(X1).$$

2.4. Workload Factors:

2.4.1. Titles:

2.4.1.1. (X1) - Base Population.

★2.4.1.2. (X2) - Primary Authorized Inventory (PAI) Equivalent.

2.4.2. Definitions:

2.4.2.1. (X1) - The total number of USAF military and civilian (funded) authorizations in the Unit Authorization File (UAF), File Part A only, to include on- and off-base organizations and Contract Manpower Equivalents (CMEs).

★2.4.2.2. (X2) - The total number of aircraft inventory at your installation. The number of aircraft will be weighted for application. See application instructions for equivalent factors. Only fixed wing aircraft will be counted. Helicopters will not be counted. Do not count Reserve and Air National Guard aircraft.

2.4.3. Sources:

2.4.3.1. (X1) - Headquarters Air Force (HAF) Unit Authorization File (UAF), File Part A.

★2.4.3.2. (X2) - The Quarterly Phase Force and Equipage Report (QPF&E) obtained from the Air Force Programs Data System (AFPDS). Count the number of fixed wing PAI at your location. The QPF&E was used to develop the standard. MAJCOMs that do not have access to this information can use the most current PAI source for application. Whatever source you choose to use, you must use authorized and not assigned.

★2.5. Points of Contact:

2.5.1. **AFCQMI Representative.** Mr. Marc Fraser, AFCQMI/MQAB

2.5.2. **Functional Representative.** CMSgt Johnston, HQ USAF/LGSP

★3. **Application Instructions.** This AFMS uses population and PAI as the workload factors.

3.1. **Step 1.** Determine the total USAF authorized population by summing the last fiscal quarter total from the HAF UAF, File Part A only. Include any USAF on- and off-base organizations in File Part A, and include CMEs. **NOTE:** Scott AFB, do not include CMEs in your population total.

★3.2. **Step 2.** Determine the number of fixed wing PAI authorized at your installation. AFLOGMET used the Quarterly Phase Force and Equipage Report to develop the standard. MAJCOMs that do not have access to this information can use the most current PAI source for application. Whatever source you choose to use, you must use authorized and not assigned. Once you have obtained the number of aircraft, multiply them by the equivalent factor listed below.

AIRCRAFT TYPE	EQUIVALENT	NOTE
Fighters	1.00	SEE NOTE 1
F-16 only	0.79	SEE NOTE 7
F-117	2.50	
F-111	1.50	
Bombers	2.00	SEE NOTE 2
Tactical Airlift	0.79	SEE NOTE 3

Tankers	0.79	SEE NOTE 4
"Cs" and "E"s	0.79	SEE NOTE 5
Trainers	0.25	SEE NOTE 6
C-5	1.70	
C-17	1.00	
C-141	1.00	

NOTE 1: Fighters include F-15 all models, F-16 all models (see Note 7), F-4 all models, and A-10 all models.

NOTE 2: Bombers include B-1 all models, B-2 all models, and B-52 all models.

NOTE 3: Tactical Airlift include C-130 all models.

NOTE 4: Tankers include KC-10 all models, and KC-135 all models.

NOTE 5: "C"s and "E"s include all "C" and "E" designated aircraft not previously mentioned above.

NOTE 6: Trainers include all "T" aircraft.

NOTE 7: For bases where the only weapon system is the F-16, use an equivalent factor of .79.

★Add together the results of multiplying the type of aircraft by the appropriate equivalent. This number is your X2 factor, PAI equivalent.

★3.3. **Step 3.** Compute earned manpower using the manpower equation in paragraph 2.3. **NOTE:** The equation in paragraph 2.3 is in manpower, not man-hours.

3.4. **Step 4.** Determine variance manpower applicable to your location. Approved variances are located at Attachment 2.

3.5. **Step 5.** Add together the results from Step 3 and Step 4; then use current rounding rules to determine whole manpower requirements.

3.6. **Step 6.** Once you have determined the requirements for your Supply Squadron, multiply the total requirements earned for the supply squadron by the percentages below to determine your flight requirements.

Management and Systems Flight (41A1)	0.20
Materiel Storage and Distribution Flight (41B1)	0.31
Materiel Management Flight (41C1)	0.20
Combat Operations Support Flight (41E1)	0.29

These percentages are to be used as a guide. If your percentages differ significantly from these percentages, use your MAJCOM percentages to determine flight requirements.

3.7. **Step 7.** See Supply Squadron Manpower Table, Attachment 1, for instructions on the distribution of requirements. For assistance with the individual flights requirement distribution, see the attachments which contain the flight manpower tables. **NOTE:** The flight manpower tables are to be used only as a guide to assist you with flight requirements distribution. The Supply Squadron Manpower Table integrity must be maintained.

★3.8. **Step 8.** Refer to the opening paragraph concerning a 2% flexibility factor. This factor is to be used only at the time of application for the entire command.

★4. **Statement of Conditions.** This squadron's normal hours of operation are 8 hours a day, 5 days a week. No environmental or physiological factors were identified that had a manpower impact on this flight. This AFMS was developed under the CSAF-directed "no growth policy." The major programming factors are Primary Aircraft Inventory and Population. Application of the workload factor must be adhered to. Any deviation to the application instructions could overstate manpower authorizations Air Force-wide, making this AFMS unusable.

VICTOR M. HELBLING, Lt Col, USAF
Chief, Systems Integration and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Standard Manpower Table
2. Approved Variances
3. Management and Systems (41A1)
4. Materiel Storage and Distribution (41B1)
5. Materiel Management (41C1)
6. Combat Operations Support (41E1)

STANDARD MANPOWER TABLE

A1.1. The manpower table applies to Management and Systems (41A1), Materiel Storage and Distribution (41B1), Materiel Management (41C1), and Combat Operations Support (41E1) Flights. This manpower table does not apply to Fuels Management Flight (41D1).

A1.2. Use the following instructions when using this manpower table:

A1.2.1. **Step 1.** Apply the AFMS for Base Supply Squadron (41A0). Apply the total requirements earned to the Supply Squadron Manpower Table and distribute requirements accordingly.

A1.2.2. **Step 2.** Determine officer requirements based on Category of Account located below:

CATEGORY I	CATEGORY II	CATEGORY III
Dover	Anderson	McConnell
Dyess	Andrews	Mildenhall
Ellsworth	Barksdale	Minot
Elmendorf	Beale	Misawa
Holloman	Cannon	Moody
Kadena	Charleston	Mt Home
Langley	Davis Monthan	Offutt
Luke	Fairchild	Pope
McGuire	Grand Forks	Randolph
Nellis	Hickam	Seymour Johnson
Osan	Hurlburt	Tyndall
Ramstein	Kunsan	Whiteman
Shaw	Lackland	Yokota
Travis	Lakenheath	Spangdahlem
	Little Rock	Altus
	MacDill	McChord
		Eielson

The Supply officer requirement will be earned as follows based on your supply category of account. Review the above list for your category of account.

	41A1	41B1	41C1	41E1
	04 03 02	04 03 02	04 03 02	04 03 02
CAT 1	1	1	1	1 1
CAT 2	1	1	1	1 1
CAT 3	1	1		1
CAT 4	1	1		1

A1.2.3. **Step 3.** Once you have determined the Supply Squadron requirements, you may use the flight manpower tables as a guide for the distribution of flight requirements. However, the total requirements for the squadron must be in accordance with the Supply Squadron Manpower Table.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	SMS	2	2	2	2	2	2	2	2	2
Supply Mgt Craftsman	2S07X	MSG	5	5	5	5	6	6	6	6	6
Supply Mgt Craftsman	2S07X	TSG	9	9	9	9	9	9	10	10	10
Supply Mgt Apprentice	2S05X	SSG	19	19	19	20	20	20	20	20	21
Supply Mgt Apprentice	2S05X	SRA	24	25	25	25	25	26	26	26	26
Supply Mgt Apprentice	2S03X	A1C	19	19	20	20	20	20	20	21	21
TOTAL			84	85	86	87	88	89	90	91	92
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	SMS	2	2	2	2	2	2	2	2	2
Supply Mgt Craftsman	2S07X	MSG	6	6	6	6	6	6	6	6	7
Supply Mgt Craftsman	2S07X	TSG	10	10	10	10	10	10	10	11	11
Supply Mgt Apprentice	2S05X	SSG	21	21	22	22	22	22	23	23	23
Supply Mgt Apprentice	2S05X	SRA	27	27	27	28	28	29	29	29	29
Supply Mgt Apprentice	2S03X	A1C	21	22	22	22	23	23	23	23	23
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			93	94	95	96	97	98	99	100	101

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	SMS	2	2	2	2	2	2	2	2	2
Supply Mgt Craftsman	2S07X	MSG	7	7	7	7	7	7	7	7	7
Supply Mgt Craftsman	2S07X	TSG	11	11	11	11	11	12	12	12	12
Supply Mgt Apprentice	2S05X	SSG	23	23	24	24	24	24	25	25	25
Supply Mgt Apprentice	2S05X	SRA	30	30	30	31	31	31	31	32	32
Supply Mgt Apprentice	2S03X	A1C	23	24	24	24	25	25	25	25	26
TOTAL			102	103	104	105	106	107	108	109	110
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	SMS	2	2	2	2	2	2	2	2	2
Supply Mgt Craftsman	2S07X	MSG	7	7	8	8	8	8	8	8	8
Supply Mgt Craftsman	2S07X	TSG	12	12	12	12	12	12	13	13	13
Supply Mgt Apprentice	2S05X	SSG	25	26	26	26	26	27	27	27	27
Supply Mgt Apprentice	2S05X	SRA	33	33	33	33	34	34	34	34	35
Supply Mgt Apprentice	2S03X	A1C	26	26	26	27	27	27	27	28	28
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			111	112	113	114	115	116	117	118	119

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	SMS	2	3	3	3	3	3	3	3	3
Supply Mgt Craftsman	2S07X	MSG	8	8	8	8	8	8	8	9	9
Supply Mgt Craftsman	2S07X	TSG	13	13	13	13	13	14	14	14	14
Supply Mgt Apprentice	2S05X	SSG	28	28	28	28	29	29	29	29	29
Supply Mgt Apprentice	2S05X	SRA	35	35	36	36	36	36	37	37	37
Supply Mgt Apprentice	2S03X	A1C	28	28	28	29	29	29	29	29	30
TOTAL			120	121	122	123	124	125	126	127	128
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	SMS	3	3	3	3	3	3	3	3	3
Supply Mgt Craftsman	2S07X	MSG	9	9	9	9	9	9	9	9	9
Supply Mgt Craftsman	2S07X	TSG	14	14	14	14	14	15	15	15	15
Supply Mgt Apprentice	2S05X	SSG	30	30	30	30	31	31	31	31	32
Supply Mgt Apprentice	2S05X	SRA	37	38	39	39	39	39	39	40	40
Supply Mgt Apprentice	2S03X	A1C	30	30	30	31	31	31	32	32	32
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			129	130	131	132	133	134	135	136	137

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	1	1	1	1	1	1	2	2	2
Supply Management Supt	2S0XX	SMS	3	3	3	3	3	3	3	3	3
Supply Mgt Craftsman	2S07X	MSG	10	10	10	10	10	10	10	10	10
Supply Mgt Craftsman	2S07X	TSG	15	15	15	15	15	16	16	16	16
Supply Mgt Apprentice	2S05X	SSG	32	32	32	33	33	33	33	33	33
Supply Mgt Apprentice	2S05X	SRA	40	41	41	41	42	42	42	42	43
Supply Mgt Apprentice	2S03X	A1C	32	32	33	33	33	33	33	34	34
TOTAL			138	139	140	141	142	143	144	145	146
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	3	3	3	3	3	3	3	3	3
Supply Mgt Craftsman	2S07X	MSG	10	10	10	10	11	11	11	11	11
Supply Mgt Craftsman	2S07X	TSG	16	16	16	16	16	16	17	17	17
Supply Mgt Apprentice	2S05X	SSG	34	34	34	35	35	35	35	35	36
Supply Mgt Apprentice	2S05X	SRA	43	44	44	44	44	45	45	45	45
Supply Mgt Apprentice	2S03X	A1C	34	34	35	35	35	35	35	36	36
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			147	148	149	150	151	152	153	154	155

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	3	3	3	3	3	3	3	3	3
Supply Mgt Craftsman	2S07X	MSG	11	11	11	11	11	11	11	11	12
Supply Mgt Craftsman	2S07X	TSG	17	17	17	17	17	17	17	18	18
Supply Mgt Apprentice	2S05X	SSG	36	37	37	37	37	37	38	38	38
Supply Mgt Apprentice	2S05X	SRA	46	46	46	47	47	48	48	48	48
Supply Mgt Apprentice	2S03X	A1C	36	36	37	37	38	38	38	38	38
TOTAL			156	157	158	159	160	161	162	163	164
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	3	3	3	4	4	4	4	4	4
Supply Mgt Craftsman	2S07X	MSG	12	12	12	12	12	12	12	12	12
Supply Mgt Craftsman	2S07X	TSG	18	18	18	18	18	18	18	19	19
Supply Mgt Apprentice	2S05X	SSG	38	38	39	39	39	39	40	40	40
Supply Mgt Apprentice	2S05X	SRA	48	49	49	49	50	50	50	50	51
Supply Mgt Apprentice	2S03X	A1C	39	39	39	39	39	40	40	40	40
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			165	166	167	168	169	170	171	172	173

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	4	4	4	4	4	4	4	4	4
Supply Mgt Craftsman	2S07X	MSG	12	12	12	13	13	13	13	13	13
Supply Mgt Craftsman	2S07X	TSG	19	19	19	19	19	19	19	20	20
Supply Mgt Apprentice	2S05X	SSG	40	41	41	41	41	41	42	42	42
Supply Mgt Apprentice	2S05X	SRA	51	51	52	52	52	53	53	53	54
Supply Mgt Apprentice	2S03X	A1C	41	41	41	41	42	42	42	42	42
TOTAL			174	175	176	177	178	179	180	181	182
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	4	4	4	4	4	4	4	4	4
Supply Mgt Craftsman	2S07X	MSG	13	13	13	13	13	13	14	14	14
Supply Mgt Craftsman	2S07X	TSG	20	20	20	20	20	21	21	21	21
Supply Mgt Apprentice	2S05X	SSG	42	43	43	43	44	44	44	44	44
Supply Mgt Apprentice	2S05X	SRA	54	54	54	55	55	55	55	56	56
Supply Mgt Apprentice	2S03X	A1C	43	43	44	44	44	44	44	44	45
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			183	184	185	186	187	188	189	190	191

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	4	4	4	4	4	4	4	4	4
Supply Mgt Craftsman	2S07X	MSG	14	14	14	14	14	14	14	14	14
Supply Mgt Craftsman	2S07X	TSG	21	21	21	21	21	22	22	22	22
Supply Mgt Apprentice	2S05X	SSG	44	45	45	45	46	46	46	46	47
Supply Mgt Apprentice	2S05X	SRA	57	57	58	58	58	58	59	59	59
Supply Mgt Apprentice	2S03X	A1C	45	45	45	46	46	46	46	47	47
TOTAL			192	193	194	195	196	197	198	199	200
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	4	4	4	4	4	4	4	4	4
Supply Mgt Craftsman	2S07X	MSG	15	15	15	15	15	15	15	15	15
Supply Mgt Craftsman	2S07X	TSG	22	22	22	22	22	23	23	23	23
Supply Mgt Apprentice	2S05X	SSG	47	47	47	47	48	48	48	48	49
Supply Mgt Apprentice	2S05X	SRA	59	60	60	61	61	61	61	62	62
Supply Mgt Apprentice	2S03X	A1C	47	47	48	48	48	48	49	49	49
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			201	202	203	204	205	206	207	208	209

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	4	4	4	4	5	5	5	5	5
Supply Mgt Craftsman	2S07X	MSG	15	15	15	16	16	16	16	16	16
Supply Mgt Craftsman	2S07X	TSG	23	23	23	23	23	23	24	24	24
Supply Mgt Apprentice	2S05X	SSG	49	49	50	50	50	50	50	50	51
Supply Mgt Apprentice	2S05X	SRA	62	63	63	63	63	64	64	64	64
Supply Mgt Apprentice	2S03X	A1C	50	50	50	50	50	50	50	51	51
TOTAL			210	211	212	213	214	215	216	217	218
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S0XX	SMS	5	5	5	5	5	5	5	5	5
Supply Mgt Craftsman	2S07X	MSG	16	16	16	16	16	16	16	16	17
Supply Mgt Craftsman	2S07X	TSG	24	24	24	24	24	25	25	25	25
Supply Mgt Apprentice	2S05X	SSG	51	51	52	52	52	52	52	53	53
Supply Mgt Apprentice	2S05X	SRA	65	65	65	66	66	66	67	67	67
Supply Mgt Apprentice	2S03X	A1C	51	52	52	52	53	53	53	53	53
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			219	220	221	222	223	224	225	226	227

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	5	5	5	5	5	5	5	5	5
Supply Mgt Craftsman	2S07X	MSG	17	17	17	17	17	17	17	17	17
Supply Mgt Craftsman	2S07X	TSG	25	25	25	25	25	25	25	26	26
Supply Mgt Apprentice	2S05X	SSG	53	53	53	54	54	54	55	55	55
Supply Mgt Apprentice	2S05X	SRA	67	67	68	68	69	69	69	69	70
Supply Mgt Apprentice	2S03X	A1C	53	54	54	54	54	55	55	55	55
TOTAL			228	229	230	231	232	233	234	235	236
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	5	5	5	5	5	5	5	5	5
Supply Mgt Craftsman	2S07X	MSG	17	17	17	18	18	18	18	18	18
Supply Mgt Craftsman	2S07X	TSG	26	26	26	26	26	26	26	27	27
Supply Mgt Apprentice	2S05X	SSG	55	56	56	56	56	56	57	57	57
Supply Mgt Apprentice	2S05X	SRA	70	70	71	71	71	72	72	72	73
Supply Mgt Apprentice	2S03X	A1C	56	56	56	56	57	57	57	57	57
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			237	238	239	240	241	242	243	244	245

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	5	5	5	5	5	5	5	5	5
Supply Mgt Craftsman	2S07X	MSG	18	18	18	18	18	18	19	19	19
Supply Mgt Craftsman	2S07X	TSG	27	27	27	27	27	28	28	28	28
Supply Mgt Apprentice	2S05X	SSG	57	58	58	58	59	59	59	59	59
Supply Mgt Apprentice	2S05X	SRA	73	73	74	74	74	74	74	75	75
Supply Mgt Apprentice	2S03X	A1C	58	58	58	59	59	59	59	59	60
TOTAL			246	247	248	249	250	251	252	253	254
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	5	5	5	5	5	5	6	6	6
Supply Mgt Craftsman	2S07X	MSG	19	19	19	19	19	19	19	19	19
Supply Mgt Craftsman	2S07X	TSG	28	28	28	28	28	29	29	29	29
Supply Mgt Apprentice	2S05X	SSG	59	60	60	60	61	61	61	61	61
Supply Mgt Apprentice	2S05X	SRA	76	76	76	77	77	77	77	78	78
Supply Mgt Apprentice	2S03X	A1C	60	60	61	61	61	61	61	61	62
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			255	256	257	258	259	260	261	262	263

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	6	6	6	6	6	6	6	6	6
Supply Mgt Craftsman	2S07X	MSG	19	19	20	20	20	20	20	20	20
Supply Mgt Craftsman	2S07X	TSG	29	29	29	29	29	30	30	30	30
Supply Mgt Apprentice	2S05X	SSG	62	62	62	62	63	63	63	63	63
Supply Mgt Apprentice	2S05X	SRA	78	79	79	79	79	79	80	80	81
Supply Mgt Apprentice	2S03X	A1C	62	62	62	63	63	63	63	64	64
TOTAL			264	265	266	267	268	269	270	271	272
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	6	6	6	6	6	6	6	6	6
Supply Mgt Craftsman	2S07X	MSG	20	20	20	20	20	21	21	21	21
Supply Mgt Craftsman	2S07X	TSG	30	30	30	30	31	31	31	31	31
Supply Mgt Apprentice	2S05X	SSG	64	64	64	65	65	65	65	65	66
Supply Mgt Apprentice	2S05X	SRA	81	81	82	82	82	82	83	83	83
Supply Mgt Apprentice	2S03X	A1C	64	65	65	65	65	65	65	66	66
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			273	274	275	276	277	278	279	280	281

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	6	6	6	6	6	6	6	6	6
Supply Mgt Craftsman	2S07X	MSG	21	21	21	21	21	21	21	21	22
Supply Mgt Craftsman	2S07X	TSG	31	31	31	31	32	32	32	32	32
Supply Mgt Apprentice	2S05X	SSG	66	66	66	67	67	67	67	68	68
Supply Mgt Apprentice	2S05X	SRA	84	84	85	85	85	85	86	86	86
Supply Mgt Apprentice	2S03X	A1C	66	67	67	67	67	68	68	68	68
TOTAL			282	283	284	285	286	287	288	289	290
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	6	6	6	6	6	6	6	6	6
Supply Mgt Craftsman	2S07X	MSG	22	22	22	22	22	22	22	22	22
Supply Mgt Craftsman	2S07X	TSG	32	32	32	32	33	33	33	33	33
Supply Mgt Apprentice	2S05X	SSG	68	68	69	69	69	69	70	70	70
Supply Mgt Apprentice	2S05X	SRA	86	87	87	88	88	88	88	89	89
Supply Mgt Apprentice	2S03X	A1C	69	69	69	69	69	70	70	70	71
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			291	292	293	294	295	296	297	298	299

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	6	6	6	6	6	6	6	6	7
Supply Mgt Craftsman	2S07X	MSG	22	22	23	23	23	23	23	23	23
Supply Mgt Craftsman	2S07X	TSG	33	33	33	34	34	34	34	34	34
Supply Mgt Apprentice	2S05X	SSG	71	71	71	71	71	71	72	72	72
Supply Mgt Apprentice	2S05X	SRA	89	90	90	90	90	91	91	92	92
Supply Mgt Apprentice	2S03X	A1C	71	71	71	71	72	72	72	72	72
TOTAL			300	301	302	303	304	305	306	307	308
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	3	3	3	3	3	3	3
Supply Management Supt	2S0XX	SMS	7	7	7	7	7	7	7	7	7
Supply Mgt Craftsman	2S07X	MSG	23	23	23	23	23	23	23	24	24
Supply Mgt Craftsman	2S07X	TSG	34	34	34	34	35	35	35	35	35
Supply Mgt Apprentice	2S05X	SSG	72	73	73	73	73	74	74	74	74
Supply Mgt Apprentice	2S05X	SRA	92	92	93	93	93	93	94	94	94
Supply Mgt Apprentice	2S03X	A1C	73	73	73	74	74	74	74	74	75
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			309	310	311	312	313	314	315	316	317

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	3	3	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	7	7	7	7	7	7	7	7	7
Supply Mgt Craftsman	2S07X	MSG	24	24	24	24	24	24	24	24	24
Supply Mgt Craftsman	2S07X	TSG	35	35	35	35	35	36	36	36	36
Supply Mgt Apprentice	2S05X	SSG	74	75	75	75	75	75	76	76	76
Supply Mgt Apprentice	2S05X	SRA	95	95	95	95	96	96	96	97	97
Supply Mgt Apprentice	2S03X	A1C	75	75	75	76	76	76	76	76	77
TOTAL			318	319	320	321	322	323	324	325	326
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	7	7	7	7	7	7	7	7	7
Supply Mgt Craftsman	2S07X	MSG	24	24	25	25	25	25	25	25	25
Supply Mgt Craftsman	2S07X	TSG	36	36	36	36	36	36	37	37	37
Supply Mgt Apprentice	2S05X	SSG	77	77	77	77	78	78	78	78	78
Supply Mgt Apprentice	2S05X	SRA	97	98	98	98	98	99	99	99	100
Supply Mgt Apprentice	2S03X	A1C	77	77	77	78	78	78	78	79	79
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			327	328	329	330	331	332	333	334	335

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	7	7	7	7	7	7	7	7	7
Supply Mgt Craftsman	2S07X	MSG	25	25	25	25	25	26	26	26	26
Supply Mgt Craftsman	2S07X	TSG	37	37	37	37	38	38	38	38	38
Supply Mgt Apprentice	2S05X	SSG	79	79	79	80	80	80	80	80	81
Supply Mgt Apprentice	2S05X	SRA	100	100	101	101	101	101	102	102	102
Supply Mgt Apprentice	2S03X	A1C	79	80	80	80	80	80	80	81	81
TOTAL			336	337	338	339	340	341	342	343	344
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	7	7	7	7	7	7	7	7	7
Supply Mgt Craftsman	2S07X	MSG	26	26	26	26	26	26	26	26	27
Supply Mgt Craftsman	2S07X	TSG	38	38	38	38	39	39	39	39	39
Supply Mgt Apprentice	2S05X	SSG	81	81	81	82	82	82	82	83	83
Supply Mgt Apprentice	2S05X	SRA	103	103	104	104	104	104	105	105	105
Supply Mgt Apprentice	2S03X	A1C	81	82	82	82	82	83	83	83	83
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			345	346	347	348	349	350	351	352	353

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	7	7	7	8	8	8	8	8	8
Supply Mgt Craftsman	2S07X	MSG	27	27	27	27	27	27	27	27	27
Supply Mgt Craftsman	2S07X	TSG	39	39	39	39	39	39	40	40	40
Supply Mgt Apprentice	2S05X	SSG	83	83	84	84	84	84	84	85	85
Supply Mgt Apprentice	2S05X	SRA	105	106	106	106	107	107	107	107	108
Supply Mgt Apprentice	2S03X	A1C	84	84	84	84	84	85	85	85	85
TOTAL			354	355	356	357	358	359	360	361	362
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	8	8	8	8	8	8	8	8	8
Supply Mgt Craftsman	2S07X	MSG	27	27	27	28	28	28	28	28	28
Supply Mgt Craftsman	2S07X	TSG	40	40	40	40	41	41	41	41	41
Supply Mgt Apprentice	2S05X	SSG	85	85	86	86	86	86	86	87	87
Supply Mgt Apprentice	2S05X	SRA	108	109	109	109	109	110	110	110	111
Supply Mgt Apprentice	2S03X	A1C	86	86	86	86	86	86	87	87	87
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			363	364	365	366	367	368	369	370	371

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	8	8	8	8	8	8	8	8	8
Supply Mgt Craftsman	2S07X	MSG	28	28	28	28	28	28	28	29	29
Supply Mgt Craftsman	2S07X	TSG	41	41	41	41	42	42	42	42	42
Supply Mgt Apprentice	2S05X	SSG	87	88	88	88	88	89	89	89	89
Supply Mgt Apprentice	2S05X	SRA	111	111	112	112	112	112	113	113	113
Supply Mgt Apprentice	2S03X	A1C	88	88	88	89	89	89	89	89	90
TOTAL			372	373	374	375	376	377	378	379	380
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	8	8	8	8	8	8	8	8	8
Supply Mgt Craftsman	2S07X	MSG	29	29	29	29	29	29	29	29	29
Supply Mgt Craftsman	2S07X	TSG	42	42	42	42	43	43	43	43	43
Supply Mgt Apprentice	2S05X	SSG	89	90	90	90	90	91	91	91	92
Supply Mgt Apprentice	2S05X	SRA	114	114	114	115	115	115	116	116	116
Supply Mgt Apprentice	2S03X	A1C	90	90	91	91	91	91	91	92	92
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			381	382	383	384	385	386	387	388	389

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	8	8	8	8	8	8	8	8	8
Supply Mgt Craftsman	2S07X	MSG	30	30	30	30	30	30	30	30	30
Supply Mgt Craftsman	2S07X	TSG	43	43	43	43	44	44	44	44	44
Supply Mgt Apprentice	2S05X	SSG	92	92	92	93	93	93	93	93	94
Supply Mgt Apprentice	2S05X	SRA	116	117	117	117	117	118	118	119	119
Supply Mgt Apprentice	2S03X	A1C	92	92	93	93	93	93	94	94	94
TOTAL			390	391	392	393	394	395	396	397	398
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2	2	2	2	2	2	2
Supply	**23S3	CPT	2	2	2	2	2	2	2	2	2
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S0XX	CMS	4	4	4	4	4	4	4	4	4
Supply Management Supt	2S0XX	SMS	8	9	9	9	9	9	9	9	9
Supply Mgt Craftsman	2S07X	MSG	30	30	30	30	30	31	31	31	31
Supply Mgt Craftsman	2S07X	TSG	44	44	44	44	45	45	45	45	45
Supply Mgt Apprentice	2S05X	SSG	94	94	94	95	95	95	95	95	96
Supply Mgt Apprentice	2S05X	SRA	120	120	120	120	120	120	121	121	121
Supply Mgt Apprentice	2S03X	A1C	94	94	95	95	95	95	95	96	96
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL			399	400	401	402	403	404	405	406	407

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Base Supply/41A0											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	2	2	2						
Supply	**23S3	CPT	2	2	2						
Supply	23S3	LT	1	1	1						
Supply Management Supt	2S0XX	CMS	4	5	5						
Supply Management Supt	2S0XX	SMS	9	9	9						
Supply Mgt Craftsman	2S07X	MSG	31	31	31						
Supply Mgt Craftsman	2S07X	TSG	45	45	45						
Supply Mgt Apprentice	2S05X	SSG	96	96	96						
Supply Mgt Apprentice	2S05X	SRA	122	122	122						
Supply Mgt Apprentice	2S03X	A1C	96	96	97						
TOTAL			408	409	410						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
* Category Two: Convert one position to a LT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S05X).											
** Category Three and Four: Convert one CPT (23S3) to a SRA (2S05X).											
Use this manpower table to determine the requirements for the Base Supply Squadron. This manpower table does not apply to Base Fuels. The manpower tables apply to the Materiel Management, Management and Systems, Materiel Storage and Distribution, and Combat Operations Support Flights.											
NOTE: A 3A031 or 3A051 may be substituted for a 2S03X or 2S05X.											
TOTAL											

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APPROVED VARIANCES

BASE SUPPLY

Attached are variances for Base Supply during peacetime operations:

- A - Base Supply Squadron (41A0)
- B - Management and Systems Flight (41A1)
- C - Material Storage and Distribution (41B1)
- D - Materiel Management Flight (41C1)
- E - Combat Operations Support Flight (41E1)

APPROVED VARIANCES

BASE SUPPLY SQUADRON (41A0)

NOTE: All variances and variance equations are in manpower requirements.

A2A.1. Title. Negative Mission Variance for Supply Manpower for MAJCOM Headquarters Population.

A2A.1.1. **Definition.** The purpose of this negative variance is to compensate for the high base population at installations that have MAJCOM headquarters personnel at them.

A2A.1.2. **Impact.** $Y = -.01265 (X)$:

A2A.1.2.1. **Workload Factor (WLF):**

A2A.1.2.1.1. **Title.** Headquarters Population.

A2A.1.2.1.2. **Definition.** The number of MAJCOM Headquarters Population personnel stationed on your installation.

A2A.1.2.1.3. **Source.** Unit Authorization File, File Part A.

A2A.1.2.2. **Application Instructions.** Count the number of headquarters population authorizations at your installation. Some installations have more than one headquarters on the installation; include every headquarters on your installation. Once you have obtained this count, multiply it by the value of $-.01265$. The results will be in manpower spaces.

A2A.1.3. **Applicability.** This variance applies to the following bases; Langley AFB, Ramstein AB, Scott AFB, Maxwell AFB, Hurlburt AFB, Offutt AFB, and Randolph AFB.

A2A.2. Title. Positive Mission Variance for Supply Manpower for Non-Fixed Wing Aircraft, Helicopters.

A2A.2.1. **Definition.** The purpose of this positive variance is to compensate for the helicopters at Air Force Special Operations Command (AFSOC).

A2A.2.2. **Impact.** $Y = .7288 (X)$:

A2A.2.2.1. **Workload Factor (WLF):**

★A2A.2.2.1.1. **Title.** Primary Aircraft Inventory (PAI) Equivalent.

A2A.2.2.1.2. **Definition.** The total number of helicopters authorized at your installation. Do not count Reserve and Air National Guard helicopters.

A2A.2.2.1.3. **Source.** The Quarterly Phase Force and Equipage Report (QPF&E) obtained from the Air Force Programs Data System (AFPDS). Count the number of helicopters at your location. AFLOGMET used the QPF&E to develop this variance. MAJCOMs that do not have access to this information can use the most current PAI source for application. Whatever source you choose to use, you must use authorized and not assigned.

A2A.2.2.2. **Application Instructions.** Determine the number of helicopters authorized at your installation. Once you have obtained the number of helicopters, multiply them by the 1.00 (equivalent factor). This is your "X" value.

★A2A.2.3. **Applicability.** Holloman AFB, Moody AFB, Nellis AFB, and Hurlburt Field.

A2A.3. Title. Positive Mission Variance for Supply Manpower for Foreign Military Sales (FMS).

A2A.3.1. **Definition.** A positive variance for FMS authorizations assigned to Base Supply. These requirements have been determined by the Secretary of the Air Force International Affairs (SAF/IA).

A2A.3.2. **Impact.** +6 manpower requirements

A2A.3.3. **Applicability.** This variance applies to the 49 Supply Squadron, Holloman AFB.

A2A.4. Title. Negative Mission Variance for Supply Manpower Overhead.

A2A.4.1. **Definition.** The purpose of this negative variance is to subtract manpower for overhead manpower that is earned in the Commander's Support Staff AFMS. This variance is a coordinated effort between HQ AF/LGSS and HQ ACC/XPM/LGS.

★A2A.4.2. **Impact.** See Applicability.

★A2A.4.3. **Applicability.** This variance applies to the following locations:

Barksdale	-7	Beale	-5	Cannon	-7
Davis-Monthan	-7	Dyess	-7	Ellsworth	-7
Fairchild	-8	Grand Forks	-8	Holloman	-7
Howard	-6	Keflavic	-8	Langley	-7
Luke	-8	McConnell	-8	Minot	-7
Moody	-6	Mt Home	-6	Nellis	-7
Offutt	-6	Pope	-7	Shaw	-7
Seymour-Johnson	-7	Tyndall	-8	Whiteman	-6

A2A.5. Title. Positive Mission Variance for Supply Manpower for Hazardous Material (HAZMAT) Single Point Concept/Pharmacy.

A2A.5.1. **Definition.** The HAZMAT Single Point Concept is to provide a single point for base customers to procure Hazardous Material when authorized. The single point facility will store, issue, and account for all hazardous material, to include partially used quantities. They will be responsible for accepting partial quantities of hazardous materials and effecting reutilization of same. They will monitor hazardous material issued to customers and will ensure proper disposition of empty containers.

A2A.5.2. **Impact.** +2 manpower requirements

A2A.5.3. **Applicability.** This variance applies to all bases that have a fully operational HAZMAT Single Point Concept/Pharmacy.

★A2A.6. **Title.** Positive Mission Variance to support AFRES B-52 mission.

A2A.6.1. **Definition.** The variance is required to support the additional Mission Readiness Packages and Mobility Bags for AFRES. The workload factor for this standard does not include AFRES population or PAI.

A2A.6.2. **Impact.** +6 manpower requirements

A2A.6.3. **Applicability.** This variance only applies to Barksdale AFB.

★A2A.7. **Title.** Negative Mission Variance for Defense Megacenter (DMC) Support of AMC, ACC, and AETC.

A2A.7.1. **Definition.** HQ AFMC regionalized DMCs provide analytical and interpretive tasks in support of AMC, ACC, and AETC.

A2A.7.2. **Impact.** -1 manpower requirement

A2A.7.3. **Applicability.** Keesler, Fairchild, McGuire, Beale, Dyess, Minot, and Seymour Johnson

★A2A.8. **Title:** Negative Mission Variance for Automated Imaging System

A2A.8.1. **Definition:** An automated imaging system eliminated workload defined in the standard.

A2A.8.2. **Impact:** -1 manpower requirement

A2A.8.3. **Applicability:** Andrews, Charleston, Dover, Fairchild, MacDill, McChord, McConnell, and Travis

APPROVED VARIANCES**MANAGEMENT AND SYSTEMS FLIGHT (41A1)**

A2B.1. Title. Positive Mission Variance for Base Operation Field Testing (OFT) Bases.

A2B.1.1. **Definition.** The objective of the OFT Program is to eliminate the majority of deficiencies and incompatibilities which may exist between programs and procedures prior to their release Air Force-wide.

A2B.1.2. **Impact.** +1 manpower requirement

A2B.1.3. **Applicability.** This variance applies to the following bases: Barksdale, Keesler, Moody, Tyndall, Eglin, Hurlburt Field, Dover, Charleston, Robins, Hickam, and Ramstein AFBs.

A2B.2. Title. Positive Mission Variance for Supply Manpower for DMRD 904, Stock Funding of Repairables.

A2B.2.1. **Definition.** Supply manpower was approved for implementation of DMRD 904 by OSD through HQ USAF/XPM. The manpower will be used in Air Combat Command to research customer questions and process customer discrepancies.

A2B.2.2. **Impact.** +1 manpower requirement

A2B.2.3. **Applicability.** This variance applies to previous Tactical Air Command bases only. The variance applies to the following bases: Cannon AFB, Davis Monthan AFB, Holloman AFB, Howard AFB, Langley AFB, Luke AFB, MacDill AFB, Moody AFB, Mt Home AFB, Nellis AFB, Seymour Johnson AFB, Shaw AFB, Tyndall AFB, and Keflavik AFB.

A2B.3. Title. Negative Mission Variance for Automated Document Control.

A2B.3.1. **Definition.** A negative variance for bases with a commercial imaging system that interfaces with the consolidated Transaction History (CTH)/Automated Transaction History (ATH).

A2B.3.2. **Impact.** -1 manpower requirement

A2B.3.3. **Applicability.** This negative variance applies to all Standard Base Supply Systems that are automated in the Document Control Element. Automated Document Control bases are those with commercial imaging systems that interface CTH/ATH.

APPROVED VARIANCES**MATERIEL STORAGE AND DISTRIBUTION FLIGHT (41B1)**

★A2C.1. **Title:** Negative Technological Variance for Fast Capital Investment (FASCAP) Project 96-003.

A2C.2. **Definition:** Reduce authorization to account for the cost of upgrading the Standard Base Supply System (SBSS). This equipment provides the necessary computer environment to implement the SBSS programs.

A2C.3. **Impact:** -2 manpower authorization

A2C.4. **Applicability:** Grand Forks. This variance terminates on 1 Nov 2001.

APPROVED VARIANCES**MATERIEL MANAGEMENT FLIGHT (41C1)**

A2D.1. Title. Negative Mission Variance for Mobility and Weapons.

A2D.1.1. **Definition.** It includes time to build, maintain, issue, and recover mobility bags. It also includes time to inspect, maintain, inventory, prepare deployment packages, and provide weapons security. These bases do not have the mobility bag taskings identified in the core.

A2D.1.2. **Impact.** -2 manpower requirements

A2D.1.3. **Applicability.** This variance applies to Randolph AFB only.

A2D.2. Title. Negative Mission Variance for the Base Service Store.

A2D.2.1. **Definition.** It includes time for the Base Service Store to provide all required services. The Base Service Store process is provided by General Services Administration (GSA). This variance was developed during the workshop.

A2D.2.2. **Impact.** -4 manpower requirements

A2D.2.3. **Applicability.** This variance applies to Elmendorf AFB AK and Hickam AFB HI. **NOTE:** This variance also applies to any Base Service Store contracted out to a local contractor or GSA at other bases.

A2D.3. Title. Positive Mission Variance for Issue of Arctic Clothing.

A2D.3.1. **Definition.** It includes time for the Individual Equipment Unit to issue arctic clothing.

A2D.3.2. **Impact:**

+2 manpower requirements at Elmendorf AFB AK

+1 manpower requirement at Eielson AFB AK

A2D.3.3. **Applicability.** Elmendorf AFB and Eielson AFB expend more man-hours to issue arctic clothing to assigned personnel than other locations.

A2D.4. Title. Positive Mission Variance for War Reserve Materiel (WRM) and Equipment Storage for Pretrained Individual Manpower (PIM).

A2D.4.1. **Definition.** Provides WRM clothing and equipment storage for Air Education and Training Command wartime PIM mobilization. Lackland AFB is the primary installation tasked for reception, accession to active duty, equipage, and deployment of recalled PIM. Lackland is required to obtain and store PIM clothing and equipment. PIM deployment would require uniforms, individual equipment, mobility bags, weapons, ammunition, and accessories.

A2D.4.2. **Impact.** +4 manpower requirements

A2D.4.3. **Applicability.** This variance only applies to Lackland AFB.

A2D.5. Title. Positive Mission Variance for the Acquisition and Distribution of Leather Flying Jackets.

A2D.5.1. **Definition.** The leather jacket program is centrally managed by each MAJCOM. The manpower required includes time to verify, requisition, monitor, receive, and ship all leather jackets. It also includes time to prepare, coordinate, and forward General Officer correspondence for presentation with the jacket.

A2D.5.2. **Impact and Applicability:**

A2D.5.2.1. +5 manpower requirements. This variance applies to Langley AFB, Ramstein AB, Randolph AFB, Scott AFB, and Hickam AB.

A2D.5.2.2. +1 manpower requirement. This applies to Hurlburt Field only.

A2D.6. Title. Negative Mission Variance for the Aerospace Maintenance and Regeneration Center.

A2D.6.1. **Definition.** This flight does not support the AMCCE at Davis Monthan AFB AZ.

A2D.6.2. **Impact.** -2 manpower requirements

A2D.6.3. **Applicability.** This variance applies to the AMCCE (Bone Yard) at Davis Monthan AFB, which has its own supply support.

A2D.7. Title. Positive Environment Variance for Cold Weather.

A2D.7.1. **Definition.** A positive variance due to the severe arctic environment at Eielson AFB. Additional time is required to perform tasks associated with the delivery of property on and off base, other warehousing-related tasks outdoors, and to ensure personnel, facilities, and equipment are protected. As an example, certain property is stored outside in an unnumbered warehouse. Commercial trailers are off-loaded outside in the deep snow during winter months. Arctic weather conditions increase workload and add time to performing required tasks. In addition, seven warehouse storage areas are operated separate from the main warehouse facility. This complicates performing normal routine tasks due to the distance involved coupled with severe outside weather conditions. For safety reasons, a two-man concept is required. Eielson AFB is identified in Table of Allowance (TA) 016 as the coldest base in the Air Force with temperatures averaging minus 37 degrees Fahrenheit.

A2D.7.2. **Impact.** +5 manpower requirements

A2D.7.3. **Applicability.** This variance applies to Eielson AFB only.

★**A2D.8. Title:** Negative Technological Variance for Fast Capital Investment (FASCAP) Project 96-001

A2D.8.1. **Definition:** Reduce authorization to account for the cost of upgrading the Standard Base Supply System (SBSS). This equipment provides the necessary computer environment to implement the SBSS programs.

A2D.8.2. **Impact:** -1 manpower authorization

A2D.8.3. **Applicability:** Grand Forks. This variance terminates on 1 Nov 2001.

APPROVED VARIANCES**COMBAT OPERATIONS SUPPORT FLIGHT (41E1)**

A2E.1. Title. Positive Mission Variance for Management of Tanks, Racks, Adapters, and Pylons (TRAP).

A2E.1.1 Definition. Supply manpower required for the management of TRAP to include processes TRAP authorizations, stores and issues, performs inventory/inspection, and rewarehouses trap assets. Inspection of TRAP includes the biannual inspection of every tank, movement of tanks to the component repair squadron, quarterly walk-through inspections, and semiannual inspection/surveillance visits with LGX.

A2E.1.2. Impact. +2 manpower requirements

A2E.1.3. Applicability. This variance applies to all USAFE and PACAF bases with a Combat Operations Support Flight.

A2E.2. Title. Positive Mission Variance for Primary Supply Point (PSP).

A2E.2.1. Definition. The manpower will be used in Air Mobility Command (AMC) to provide logistics support to the six enroute forward Supply locations.

A2E.2.2. Impact. +8 manpower requirements per weapon system

A2E.2.3. Applicability. This variance applies to AMC bases only. The variance applies to the following bases: Dover AFB, McGuire AFB, Travis AFB, and Charleston AFB.

A2E.3. Title. Positive Mission Variance for Total Realignment of the Material Control Function under Base Supply.

A2E.3.1. Definition. Some locations have implemented a total realignment of the material control function under Base Supply from Vehicle Maintenance. This variance captures the manpower associated with the work realigned to Supply from Vehicle Maintenance.

A2E.3.2. Impact:

Lajes AFB	+4 manpower requirements
McGuire AFB	+6 manpower requirements

A2E.3.3. Applicability. Applies to the above locations.

A2E.4. Title. Positive Mission Variance for Partial Realignment of the Material Control Function under Base Supply.

A2E.4.1. Definition. Some locations have implemented a partial realignment of the material control function under Base Supply from Vehicle Maintenance. This variance captures the manpower associated with the work realignment to Supply from Vehicle Maintenance.

A2E.4.2. Impact:

Dover AFB	+6 manpower requirements
Scott AFB	+2 manpower requirements

A2E.4.3. Applicability. Applies to the above locations.

A2E.5. Title. Positive Mission Variance for Air Force Strategic Airlift Supply.

A2E.5.1. **Definition.** Air Force strategic core supply units enhance core supply with forward parts warehouses in component and equipment maintenance. Supply and maintenance personnel, using G0B1 Logistics (AICARS) Systems, provide commanders with real time, fleet-wide logistics information used to ensure spare parts are in place before they're actually needed. A strategic core supply is able to anticipate customers' mission requirements at home station and enroute. This teamwork bridges the gap between parts ordering and parts requisitioning. This variance maintains integrity of Air Force core supply, while enhancing support by putting parts and worldwide supply information in the hands of commanders responsible for generating and sustaining strategic airlift.

A2E.5.2. **Impact and Applicability:**

A2E.5.2.1. +10 manpower requirements. This variance applies to the following AMC strategic wings with C-5 airlift: Dover and Travis AFBs.

A2D.5.2.2. +15 manpower requirements. This variance applies to the following AMC strategic wings with C-141 airlift: Charleston, McChord, McGuire, and Travis AFBs.

A2E.6. Title. Positive Mission Variance for Cope Thunder Support.

A2E.6.1. **Definition.** A positive mission variance for support of Cope Thunder exercise. There are six requirements in the Combat Operations Support Element with an old SAC PEC. Instead of losing these authorizations with the closure of the SAC unit on Eielson AFB, they were supposed to be converted to the Cope Thunder PEC (2759E). These six positions are earned in addition to the application results.

A2E.6.2. **Impact.** +6 manpower requirements

A2E.6.3. **Applicability.** This variance applies to Eielson AFB AK only.

★**A2E.7. Title.** Positive Mission Variance for Readiness Spares Package (RSP) Support of 644CCS (Non-PAI).

A2E.7.1. **Definition.** Supply manpower is required to maintain and deploy 31 RSP in support of 644 CCS as tasked by OPLAN 5027 and 5040.

A2E.7.2. **Impact.** +4 manpower requirements

A2E.7.3. **Applicability.** This variance applies to Anderson AFB, Guam, only.

A2E.8. Title. Positive Mission Variance for SRU War Reserve Spares Kit (WRSK) Readiness Spares Package (RSPs).

A2E.8.1. **Definition.** The work center has received an additional workload of 8 SRU WRSK RSPs in support of deployable Intermediate Level Maintenance Repairs Centers. Griffiss AFB is the only base that maintains the deployable capability to support ILM centers.

A2E.8.2. **Impact.** +3 manpower requirements

A2E.8.3. **Applicability.** This variance applies to Griffiss AFB NY only.

A2E.9. Title. Positive Mission Variance for Supply Manpower for Overseas Hub Bases.

A2E.9.1. **Definition.** The purpose of this positive variance is to offset the large amount of supply workload that comes through major overseas hub base supplies.

A2E.9.2. **Impact.** $Y = (.50 X) (.006364)$:

A2E.9.2.1. **Workload Factor (WLF):**

A2E.9.2.1.1. **Title.** Base Population.

A2E.9.2.1.2. **Definition.** The total number of USAF military and civilian (funded) authorizations on base and off base in the UAF, File Part A only, to include Contract Manpower Equivalents (CMEs).

A2E.9.2.1.3. **Source.** HAF UAF, File Part A.

A2E.9.2.2. **Application Instructions:**

A2E.9.2.2.1. **Step 1.** Determine from the HAF UAF, File Part A only, the total USAF authorized population. Include on-base and off-base Air Force units. **NOTE:** This number should be the same number used in AFMS 41A0, paragraph 2.4.1.

A2E.9.2.2.2. **Step 2.** Multiply the number obtained in Step 1 above by .50.

A2E.9.2.2.3. **Step 3.** Then multiply the amount obtained in Step 2 above by .006364. This is the manpower earned by this variance.

A2E.9.3. **Applicability.** This variance applies to Kadena AB, Ramstein AB, and Rhein Main AB only.

A2E.10. Title. Positive Mission Variance for European Tanker Task Force (ETTF) Supply Support.

A2E.10.1. **Definition.** Provides supply support for 16 KC-135 ETTF aircraft at RAF Mildenhall.

A2E.10.2. **Impact.** + 8 manpower requirements

A2E.10.3. **Applicability.** This variance applies to RAF Mildenhall AB only. When the ETTF is removed from RAF Mildenhall, this variance will no longer be valid.

★A2E.11. **Title:** Negative Technological Variance for Fast Capital Investment (FASCAP) Project 96-002

A2E.11.1. **Definition:** Reduce authorization to account for the cost of upgrading the Standard Base Supply System (SBSS). This equipment provides the necessary computer environment to implement the SBSS programs.

A2E.11.2. **Impact:** -1 manpower authorization

A2E.11.3. **Applicability:** Grand Forks. This variance terminates on 1 Nov 2001.

MANAGEMENT AND SYSTEMS (41A1)

The Supply Management and Systems standard was developed for the Objective Wing, Supply Management and Systems Flight. This function is responsible for the overall management of supplies and equipment. It includes the Procedures and Analysis, Funds Management, Customer Service and Training, Inventory, Document Control, Computer Operations and Supply Administration Sections. This standard provides the core manpower needed to support an objective wing Management and Systems Flight in AMC, ACC, USAFE, PACAF, AFSPC, AFSOC, and AETC bases during peacetime. It does not apply to satellite operations, Air National Guard, Air Force Reserve, and locations with Air Logistics Centers. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not in the AFMS., in accordance with policy and guidance from the Air Staff, AFM 67-1, and AFMAN 38-208.

A3.1. Responsibility Statement. The Management and Systems Flight is responsible for the following activities:

A3.1.1. Management and Systems. Responsible for overall management and supervision of subordinate elements with Management and Systems.

A3.1.2. Procedures and Analysis. Responsible for overall functions for the Procedures and Analysis units. The Supply Procedure Unit is responsible for providing supplemental directives to refine provided functional guidance, reviewing overall supply operations for proficiency and identifying problem areas, and resolving functional difficulties by procedures interpretation. The Supply Analysis Unit is responsible for supply analysis providing the Chief of Supply identification and recommendations toward resolving supply deficiencies; and analyzes and interprets data to determine supply effectiveness.

A3.1.3. Customer Service and Training. Responsible for overall function of Training and Customer Service Units. The Supply Training Unit is responsible for Base Supply Customer training, USAF standard supply system assigned to Materiel Management functions. The Supply Customer Service Unit is responsible for all activities related to customer assistance, e.g., complaints and questions.

A3.1.4. Computer Operations. Responsible for all data processing for base supply. The computer operations element establishes schedules for the control and operation of automatic data processing equipment (ADPE). Responsible for all activities related to the distribution of output products.

A3.1.5. Funds Management. Responsible for all activities related to supply and equipment funds management and analysis.

A3.1.6. Inventory. Responsible for all activities related to conducting inventories of supply and equipment.

A3.1.7. Document Control. Responsible for all activities related to supply document control and maintenance of files.

A3.1.8. Supply Administration. Responsible for all activities related to the administration of the Supply Organization to include routing of correspondence, maintenance of files, and monitoring noncomputer-prepared reports for supplies and equipment (excludes personnel administration action).

★**A3.2. Core Composition.** This AFMS was developed for a Management and Systems Flight to support an objective wing having a population of 3055 authorizations and a Primary Aircraft Inventory (PAI) equivalent of 42.

A3.2.1. Core Requirement. 36

A3.2.2. Core Range. 15 - 158

★**A3.2.3. Programming Factor.** Population and PAI

A3.3. Standard Data:

A3.3.1. **Approval Date.** July 1993

A3.3.2. **Manpower Data Source.** Workshop Measurement

A3.3.3. **Manpower Equations.** See Supply Squadron AFMS.

A3.3.4. **Workload Factor.** See Supply Squadron AFMS.

★A3.3.5 **Points of Contact:**

A3.3.5.1 **AFCQMI Representative.** Mr. Marc Fraser, AFCQMI/MQAB

A3.3.5.2. **Functional Representative.** CMSgt Johnston, AF/LGSP

A3.4. Application Instructions. See Supply Squadron AFMS.

A3.5. Statement of Conditions. This flight's normal hours of operations are 8 hours a day, 5 days a week. Exception: The Computer Operations is a 24-hour, 7-day-a-week operation. No environmental or physiological factors were identified that had a manpower impact upon this flight.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

MANAGEMENT AND SYSTEMS (41A1)

A3A.1. PROVIDES MANAGEMENT:

A3A.1.1. DIRECTS AND CONTROLS BRANCH ACTIVITY. Develops directive; establishes work priority; directs activity of subordinate work center; supervises work; coordinates with work center supervisor and outside agency; discusses activity of subordinate work center; implements change; performs branch inspection; evaluates squadron or branch operation, report, and data; reviews branch manpower requirement; appoints terminal security manager; manages branch reject program; develops and presents an orientation program for newly assigned personnel; and disapproves AF Form 2011, Base Supply Automated Data Processing Machine (ADPM), work request.

A3A.1.2. INITIATES REQUEST FOR CRIMINAL INVESTIGATION. Reviews discrepancy and supporting documentation; initiates letter to request criminal investigation; and establishes procedure for maintaining documentation on unresolved discrepancy and request for criminal investigation.

A3A.1.3. MANAGES SUPPLY MANPOWER REQUIREMENT. Manages personnel and manpower actions and manpower change requests, and monitors squadron job rotation program.

A3A.2. PROVIDES ADMINISTRATIVE SUPPORT:

A3A.2.1. DRAFTS COMMUNICATION. Drafts letter, message, report, plan, schedule, or roster.

A3A.2.2. TYPES COMMUNICATION (INCLUDES ELECTRONIC TRANSMISSION). Types letter, message, report, plan, schedule, or roster. Types enlisted and civilian performance reports, performance report endorsement, award or decoration, and statistical data.

A3A.2.3. PROCESSES INCOMING AND OUTGOING DISTRIBUTION.

A3A.2.4. MAINTAINS CORRESPONDENCE FILE. Establishes file, files correspondence, updates file, disposes of record, and maintains suspense file.

A3A.2.5. MAINTAINS PUBLICATION FILE. Obtains administrative publication, maintains index, and maintains publication.

A3A.2.6. OPERATES COPYING MACHINE. Operates copying machine and collates copies.

A3A.2.7. MAINTAINS STOCK OF BLANK FORMS. Establishes requirement; prepares requisition form; and receives, routes, stocks, and controls blank forms.

A3A.2.8. MAINTAINS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, or removes existing data; and posts new data to wall chart or bulletin board.

A3A.2.9. TAKES DICTATION. Takes notes; takes minutes of meeting, board, and council; obtains material; reads back; and makes correction.

A3A.2.10. MAINTAINS APPOINTMENT RECORD. Maintains appointment book, calendar, and chart; posts appointment record; coordinates appointment time with the supervisor; and reminds supervisor of pending appointment.

A3A.2.11. ACKNOWLEDGES VISITORS. Greets visitor, answers query, and refers visitor.

A3A.3. PROVIDES INFORMATION MANAGEMENT SUPPORT:

A3A.3.1. PROCESSES MANAGEMENT INFORMATION CORRESPONDENCE. Reviews correspondence and reply, distributes report, and conducts follow-up action.

A3A.3.2. REVIEWS AMENDMENT TO AIR FORCE MANUAL. Conducts meeting or provides a written summary.

A3A.3.3. EVALUATES GOVERNING DIRECTIVE. Reviews governing directive, writes recommendation, coordinates governing directive, and distributes correspondence.

A3A.3.4. DEVELOPS GOVERNING DIRECTIVE. Researches existing directive, visits work center, develops operating instruction (OI), regulation, plan, or supplement; coordinates publication; obtains approval, provides interim guidance, forwards to publication office, files copy, and receives and routes publication.

A3A.3.5. REVISES GOVERNING DIRECTIVE. Reviews directive; annotates change; prepares AF Form 673, **Request to Issue Publication**; coordinates, reviews, and edits recommended change; obtains approval; provides interim guidance; forwards for publication; files copy; receives publication; and forwards to Administration for distribution.

A3A.3.6. REVIEWS AND EVALUATES PROPOSED PROCEDURAL CHANGE. Reviews, validates, and forwards change, suggestion, and Model Installation Program (MIP).

A3A.4. PERFORMS PROBLEM RESOLUTION:

A3A.4.1. RESOLVES CUSTOMER AND INTERNAL BASE SUPPLY PROBLEM. Researches problem, coordinates and documents solution, advises base supply or supported activity, and conducts follow-up.

A3A.4.2. RESOLVES SATELLITE ACCOUNT OR OTHER AGENCY PROBLEM. Researches problem, coordinates and documents solution, advises base supply or supported activity, and conducts follow-up.

A3A.5. PERFORMS SUPPLY SYSTEM MANAGEMENT:

A3A.5.1. ACTS AS FOCAL POINT TO RESOLVE PROBLEM IN PROCESSING SUPPLY DATA THROUGH AUTODIN. Reviews Supply Interface System (SIFS), Automatic Data Reports Submission System (ADRSS), and the Base Level AUTODIN Message Extract System (BLAMES), and conducts follow-up.

A3A.5.2. MONITORS PROGRAM RELEASE AND PROCEDURAL INSTRUCTION MESSAGE (PIM). Reviews documentation, coordinates implementation, notifies activity, and resolves implementation problem.

A3A.5.3. MONITORS EXCEPTION CODE AND PHRASE RECORD LOADING.

A3A.5.4. MONITORS BASE SUPPLY SURVEILLANCE REPORT (D20, PART 8).

A3A.5.5. MANAGES DIFFICULTY REPORT (DIREP). Reviews DIREP, annotates DIREP log, and reviews worldwide DIREP status report and DIREP summary report.

A3A.6. MANAGES INTERNAL SURVEILLANCE PROGRAM:

A3A.6.1. DEVELOPS AND DISTRIBUTES SCHEDULE.

A3A.6.2. PREPARES FOR VISIT. Reviews directive, previous inspection report, and management information pertinent to work center to be visited; reviews and updates checklist.

A3A.6.3. CONDUCTS SCHEDULED AND SPECIAL SURVEILLANCE VISIT. Inbriefs, performs visit, and outbriefs.

A3A.6.4. PREPARES AND DISTRIBUTES SURVEILLANCE VISIT REPORT.

A3A.6.5. MONITORS SUSPENSE OF INITIAL REPORT.

A3A.6.6. REVIEWS REPLY. Reviews reply, annotates concurrence or nonconcurrence and comments, forwards for review, and files report.

A3A.6.7. MONITORS SUSPENSE OF NONCONCURRENCE AND OPEN ITEM.

A3A.6.8. CONDUCTS FOLLOW-UP.

A3A.6.9. MANAGES SELF-INSPECTION PROGRAM.

A3A.7. MAINTAINS SUPPORT AGREEMENT:

A3A.7.1. PREPARES SUPPLY PORTION OF SUPPORT AGREEMENT. Prepares and coordinates the supply portion of support agreement (Joint Tenancy Agreement, Interservice Support Agreement, Host-Tenant Support Agreement, Memorandum of Agreement, and Memorandum of Understanding).

A3A.7.2. REVIEWS REQUIREMENT. Reviews requirement imposed on supply, determines amount of additional resources needed to meet requirement, and notifies requester of additional resource requirement.

A3A.8. REVIEWS INCOMING REPORT OF DISCREPANCY (ROD) REPORT. Reviews ROD; suspenses agency; reviews reply; forwards SF 364, Report of Discrepancy; and files copy.

A3A.9. MANAGES REJECT PROGRAM. Reviews Cumulative Reject Listing (D818) and D20, Part 9; annotates reject listing; clears reject image; compiles reject data for in-house briefing chart; files reject listing and chart; and coordinates corrective action.

A3A.10. MAINTAINS DEPLOYMENT PLAN. Maintains deployment plan for supply personnel augmenting deploying units as directed; ensures logistic detail for all tasked supply Unit Type Codes (UTCs) is correct; and ensures all assets are maintained in deployable configuration.

A3A.11. PROVIDES SUPPLY READINESS CONTROL CENTER (SRCC) SUPPORT. Prepares and updates chart, visual aid, checklist, letter, plan, map, roster, report, and floppy/hard disk (does not include operation of SRCC or initial preparation of plan).

A3A.12. PERFORMS MANAGEMENT ANALYSIS PLANNING:

A3A.12.1. **REVIEWS AND INTERPRETS DATA.** Receives, reviews, and interprets management data to determine performance of the supply account, effectiveness of supply support, trends, and computer use.

A3A.12.2. **ESTABLISHES PRIORITY.** Coordinates with Chief of Supply (COS) and branch chiefs to identify and document area requiring analysis.

A3A.13. PERFORMS TREND, SPECIAL, AND PROBLEM ANALYSIS:

A3A.13.1. **PERFORMS TREND ANALYSIS.** Collects data and report, graphs data, analyzes graph, analyzes and interprets data, prepares analysis report, coordinates and briefs analysis, distributes analysis report, and reviews reply.

A3A.13.2. **PERFORMS SPECIAL AND PROBLEM ANALYSIS.** Reviews request, collects data, graphs data, analyzes and interprets data, prepares analysis report, coordinates and briefs analysis, distributes report, and reviews reply.

A3A.13.3. **Uses and Maintains Inventory Analysis Program (IAP).** Uses and maintains the Air Force Logistics Management Center (AFLMC)-developed IAP original and backup file.

A3A.14. PERFORMS DATA REPORTING:

A3A.14.1. **PREPARES, BRIEFS, AND REPORTS HOW-GOES-IT DATA.** Collects how-goes-it data, validates data, prepares report, prepares for how-goes-it briefing, conducts how-goes-it briefing, and prepares and distributes briefing minutes.

A3A.14.2. **PREPARES SQUADRON STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) REPORT.**

A3A.15. PROVIDES DEVELOPMENT, MAINTENANCE, AND USAGE OF MINI-DYNAMETRICS, WEAPONS SYSTEM MANAGEMENT INFORMATION SYSTEM (WSMIS), SUPPLY MANAGEMENT ANALYSIS, LOCAL, AND OTHER COMPUTER SOFTWARE PROGRAM.

A3A.16. PROVIDES WARTIME PLANNING AND MOBILITY MANAGEMENT:

A3A.16.1. **MANAGES MOBILITY PROGRAM.** Directs and controls mobility function; reviews inspection report; maintains statistical data; maintains oplan, related publication, and policy letter for update; maintains checklist; conducts wartime readiness self-inspection program for the supply squadron and srcc; and reviews and updates materiel movement listing (Contingency Operation/Mobility Planning and Execution System (COMPES), Part III).

A3A.16.2. **MOBILITY PERSONNEL.** Maintains personnel readiness folders; outprocesses individual; manages augmentee program; appoints individual to fill mobility position; schedules individual for immunization; reviews and updates personnel roster for accuracy; maintains recall roster; conducts semiannual review of personnel readiness folders; prepares and conducts semiannual mobility briefing, Phase I and Phase II briefing, and employment briefing.

A3A.16.3. **PREPARES REPORT.** Processes Dynametrics Microcomputer Analysis System (DMAS), and prepares quarterly Situation Report (SITREP) (classified).

A3A.17. PERFORMS CUSTOMER SERVICE:

A3A.17.1. **PROVIDES CUSTOMER WITH GENERAL SUPPLY OPERATIONS INFORMATION.** Receives and researches request; obtains status of supply due-in and due-out, cost of item, or fund status; and notifies customer.

A3A.17.2. **RESOLVES PROBLEM.** Receives and researches problem, coordinates with agency, notifies customer, directs customer to or suspenses the work center that can resolve problem, and conducts follow-up to ensure resolution of problem.

A3A.17.3. **RECORDS/MAINTAINS RECORD OF CUSTOMER INQUIRY/PROBLEM.**

A3A.17.4. **CONDUCTS CUSTOMER ASSISTANCE VISIT.** Schedules/prepares for visit, coordinates with other work center, conducts visit, resolves or refers problem, prepares and distributes report, and follows up.

A3A.17.5. **PUBLICIZES CUSTOMER SERVICE UNIT AS THE PRIMARY CONTACT FOR SUPPLY-RELATED PROBLEM OR COMPLAINT.**

A3A.17.6. **MAINTAINS AND FILES MANAGEMENT PRODUCT.**

A3A.17.7. **PUBLICIZES THE DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) AS A SOURCE OF SUPPLY.**

A3A.17.8. **CONDUCTS INTERNAL COORDINATION.** Notifies other supply work center, performs analysis, and helps the procedures unit in preparing supplement to AFR 67-23, Standard Base Supply, customer's guide.

A3A.18. MANAGES ZERO OVERPRICING PROGRAM (ZOP):

A3A.18.1. RECEIVES, RESEARCHES, DOCUMENTS, AND VALIDATES OVERPRICING CHALLENGE. Receives, researches, documents, and validates price challenge concerning possible price discrepancy.

A3A.18.2. PROCESSES DISCREPANCY. Prepares documentation for overpricing referral, refers discrepancy, coordinates with user, and conducts status follow up.

A3A.18.3. INITIATES ADJUSTMENT. Determines the need for financial adjustment to customer's account when significant pricing or price change error has been identified. Monitors the reverse posting of transactions affected by significant pricing error.

A3A.18.4. COMPUTES AND RECORDS THE AMOUNT OF ANNUAL SAVINGS ON APPROVED CHALLENGE.

A3A.18.5. NOTIFIES CUSTOMER. Keeps customer informed of status/resolution.

A3A.18.6. MAINTAINS CASE FILE.

A3A.18.7. PUBLICIZES ZOP.

A3A.18.8. PREPARES ZOP REPORT (RCS HAF-LEY(A) 8004).

A3A.18.9. CONDUCTS ZOP COMMITTEE MEETING. Prepares for meeting, briefs ZOP committee, prepares and distributes minutes, prepares documentation to outside agency/personnel, and maintains committee roster.

A3A.19. PREPARES SF 44, PURCHASE ORDER-INVOICE VOUCHER:

A3A.19.1. RECEIVES, REVIEWS, AND RESEARCHES REQUEST. Assigns Contract Order Number and Contacts Vendor for Availability of Material.

A3A.19.2. PREPARES AND DISTRIBUTES SF 44.

A3A.19.3. PROCESSES COMPUTER TRANSACTION AND FILES CUSTOMER REQUEST.

A3A.19.4. RECEIVES AND INSPECTS PROPERTY; PREPARES AND PROCESSES DOCUMENTATION; AND PROCESSES COMPUTER TRANSACTION.

A3A.19.5. MAINTAINS CONTRACT FOLDER.

A3A.19.6. PREPARES REPORT.

A3A.20. PERFORMS HAZARDOUS WASTE MANAGEMENT:

A3A.20.1. RECEIVES AND REVIEWS NOTIFICATION OF HAZARDOUS WASTE TURN-IN.

A3A.20.2. PROCESSES ITEM RECORD LOAD (FIL) OR UNIT PRICE CHANGE (FCU).

A3A.20.3. PROCESSES TURN-IN TRANSACTION FOR GENERATING ACTIVITY.

A3A.20.4. ANNOTATES LOG OF SERIALIZED NUMBERS USED FOR TRANSACTIONS.

A3A.20.5. COORDINATES WITH STOCK CONTROL SECTION TO PROCESS A MAXIMUM LEVEL ZERO FOR HAZARDOUS WASTE ITEM RECORD.

A3A.20.6. ANNOTATES SHIPPING DOCUMENT AND PROVIDES GENERATING ACTIVITY WITH SHIPPING DOCUMENT.

A3A.20.7. OBTAINS REQUIRED SIGNATURE AND PROVIDES COPY OF SHIPPING AND TURN-IN DOCUMENT TO THE DOCUMENT CONTROL SECTION.

A3A.20.8. REVIEWS COMPUTER LISTING TO ENSURE ALL TRANSACTIONS WERE PROCESSED.

A3A.21. MANAGES ON-THE-JOB TRAINING (OJT) PROGRAM (AFI 36-2201, DEVELOPING, MANAGING, AND CONDUCTING TRAINING):

A3A.21.1. INDOCTRINATES PERSONNEL. Interviews and orients newly assigned personnel to the OJT program, creates training record, and inspects existing training record.

A3A.21.2. MAINTAINS CONSOLIDATED BASE PERSONNEL OFFICE/MAINTENANCE MANAGEMENT INFORMATION AND CONTROL SYSTEM (CBPO/MMICS) OJT ROSTER.

A3A.21.3. MANAGES EXTENSION COURSE INSTITUTE (ECI) PROGRAM. Requests and distributes ECI material, develops course examination review, evaluates and documents progress of enrollee and administers pre-course examination, requests extension of time to complete Career Development Course (CDC), coordinates course examination, evaluates and documents CDC failure, receives and distributes ECI Form 9, Report of Course Examination, and ECI Form 34, Volume Review Exercise, and forwards ECI material to gaining organization of trainee.

A3A.21.4. MONITORS CLASSIFICATION ACTION. Receives and reviews AF Form 2096, Classification/On-the-Job Training Action, files suspense copy, updates, and forwards to CBPO. Receives completed AF Form 2096 from CBPO, distributes form to trainee and supervisor, and files copy.

A3A.21.5. PROVIDES ASSISTANCE. Instructs supervisor and trainer on training concept, scope, and objective of OJT.

A3A.21.6. CONDUCTS STAFF ASSISTANCE VISIT (SAV). Prepares for visit, conducts visit, prepares report, and conducts follow-up visit.

A3A.21.7. SCHEDULES PERSONNEL FOR OJT TRAINING CLASSES. Schedules and maintains roster of personnel to attend OJT training classes.

A3A.21.8. MAINTAINS SPECIALTY TRAINING STANDARD (STS). Updates existing STS and disseminates information to base supply work center.

A3A.21.9. ATTENDS BASE OJT MEETING.

A3A.21.10. CONDUCTS SQUADRON OJT MEETING. Disseminates base OJT meeting information and discusses OJT issues. Develops and publicizes agenda and minutes for squadron OJT meeting.

A3A.21.11. BRIEFS CHIEF OF SUPPLY (COS) ON CURRENT STATUS OF OJT PROGRAM.

A3A.21.12. ASSISTS IN SELECTION AND MAINTAINS LISTING OF UNIT EVALUATOR.

A3A.22. MANAGES BASE SUPPLY PERSONNEL TRAINING:

A3A.22.1. DETERMINES TRAINING REQUIREMENT BY REVIEWING AMENDMENTS, COMPUTER PROGRAM RELEASE, ANALYSIS, SURVEILLANCE, INSPECTION REPORT, AND AUDIT REPORT.

A3A.22.2. CONDUCTS TRAINING SURVEILLANCE VISIT. Conducts training surveillance visit of Base Supply work center.

A3A.22.3. COORDINATES TRAINING METHOD. Coordinates with base supply branch or section to correct training deficiency, and determines training method.

A3A.22.4. MAINTAINS LESSON PLAN. Develops new lesson plan, and updates existing lesson plan.

A3A.22.5. SCHEDULES TRAINING. Schedules and notifies all 645X0/1/2 base personnel.

A3A.22.6. ASSISTS SUPERVISOR IN DEVELOPMENT OF SECTION TRAINING PLAN. Assists supervisor in development of master task list or other aid and in the development of training objective. Reviews and discusses job proficiency training with work center supervisor and observes task performance.

A3A.22.7. COORDINATES FORMAL AND TECHNICAL TRAINING REQUIREMENT. Determines course for career development, secures quota, and assists in personnel selection.

A3A.23. MANAGES USAF GRADUATE EVALUATION PROGRAM:

A3A.23.1. CONSULTS MEMBER TO DETERMINE QUALITY AND EFFECTIVENESS OF TRAINING PROGRAM.

A3A.23.2. INFORMS SUPERVISOR OF THE EVALUATION PROGRAM.

A3A.23.3. ENSURES SUPERVISOR CONDUCTS JOB PERFORMANCE EVALUATION ON INDIVIDUAL COMPLETING FORMAL TRAINING.

A3A.23.4. ENSURES SUPERVISOR PREPARES AF FORM 1284, TRAINING QUALITY REPORT, ON INDIVIDUAL COMPLETING FORMAL/RESIDENT TRAINING COURSE AND FORWARDS TO CBPO-OJT UNIT.

A3A.24. MANAGES BASE SUPPLY CUSTOMER TRAINING:

A3A.24.1. REVIEWS AIR EDUCATION AND TRAINING COMMAND (AETC) AND MAJOR COMMAND (MAJCOM) TRAINING MATERIAL. Reviews lesson plan provided by AETC, and tapes and slides provided by MAJCOM for compliance; supplements and updates material; and maintains lesson plan.

A3A.24.2. SCHEDULES CLASSROOM TRAINING. Develops and publishes schedule, and notifies individual.

A3A.24.3. ASSEMBLES TRAINING PACKAGE. Provides training package when distance makes classroom training impractical.

A3A.24.4. PERFORMS TRAINING. Prepares classroom, develops and maintains training package, conducts training, maintains attendance record, and maintains classroom critique.

A3A.24.5. PROVIDES BASIC COMPUTER SUPPORT BASE (CSB) ORIENTATION. Provides CSB orientation to satellite personnel as determined by satellite COS; coordinates with satellite COS on frequency, duration, and training topics.

A3A.25. MANAGES WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) LIBRARY:

A3A.25.1. MAINTAINS WAPS STUDY MATERIAL. Researches index for currency of material, orders material, and posts change and amendment.

A3A.25.2. CONTROLS WAPS STUDY MATERIAL. Determines personnel authorization, selects material and issues to individual, and returns study material to reference library.

A3A.25.3. PUBLICIZES AVAILABILITY OF WAPS LIBRARY MATERIAL.

A3A.26. PERFORMS ANCILLARY TRAINING:

A3A.26.1. SCHEDULES ANCILLARY TRAINING. Reviews request, roster, or other data to identify personnel requiring attendance at a particular training or testing event; coordinates with appropriate agency; and notifies appropriate personnel.

A3A.26.2. DOCUMENTS ANCILLARY TRAINING. Receives notification of completed ancillary training, removes AF Form 991, Ancillary Record, from file, annotates date completed, and returns to file. Notifies supervisor of completion of training of civilian personnel.

A3A.27. PERFORMS COMPUTER OPERATIONS:

A3A.27.1. COMPUTER ON-LINE INITIALIZATION:

A3A.27.1.1. MONITORS TEMP/HUMIDITY AND NOTIFIES CIVIL ENGINEERS OF CONTROL PROBLEM.

A3A.27.1.2. PREPARES PERIPHERAL EQUIPMENT FOR OPERATION AND SHUTDOWN.

A3A.27.1.3. ENTERS INITIALIZATION RUNSTREAM ON TERMINAL. Verifies beginning of day (BOD) runstream and adjusts computer data as required.

A3A.27.1.4. PROCESSES DAY INPUT. Enters appropriate input to verify requisition date and adjusts day input accordingly, starts/stops requirements computation, follow-up, file status and clears flag codes as required.

A3A.27.1.5. INITIALIZES SUPPLY INTERFACE SYSTEM (SIFS). Types appropriate input to initialize SIFs and determines qualifier/file name of reports required, transfers names to SIFs handler, and answers prompt.

A3A.27.1.6. PREPARES SYSTEM FOR TERMINAL USER. Ensures all Post-post transactions are processed prior to initializing terminals for functional users, and verifies appropriate base constants are loaded.

A3A.27.1.7. ENSURES ON-LINE PROCESSORS ARE ACTIVE (I.E., ICI, MASS, DDN, ETC.).

A3A.27.2. MAINFRAME OPERATION:

A3A.27.2.1. OPERATES MAINFRAME IN TRANSACTION INTERFACE PROCESSING (TIP) AND REPORTS MODE:

A3A.27.2.1.1. ACCEPTS AND VERIFIES FLOPPY DISKETTE FOR INPUT TO INLINE OR REPORTS PROCESSING AND UPLOADS DATA FILES FOR PROGRAM FROM FLOPPY TO MAINFRAME.

A3A.27.2.1.2. MANIPULATES AND VALIDATES DATA FILES AS NECESSARY PRIOR TO INPUT IN THE SUPPLY ADS.

A3A.27.2.1.3. PROCESSES RUNSTREAM AND OPERATOR INPUTS. Checks validity of runstream and inputs (for all programs, including, but not limited to: BASS, SIFS/BLAMES/ADRSS, BCAS, MASS, CTH, APP, etc.) to ensure proper program select option for job processing (TIP and Reports) .

A3A.27.2.2. MONITORS PROCESSING:

A3A.27.2.2.1 MONITORS TIP PROCESSING. Monitors and ensures correct TIP processing. Determines system problem and takes corrective action.

A3A.27.2.2.2 MONITORS AND CONTROLS PSEUDO PROCESSOR.

A3A.27.2.2.3 MONITORS BATCH/DEMAND PROCESSING. Monitors and ensures correct Batch/Demand processing. Determines system problem and takes corrective action.

A3A.27.2.2.4. MONITORS SIFS PROCESSING.

A3A.27.2.3. REDIRECTS SYMBIONT FILES.

A3A.27.2.4. MANIPULATES OUTPUT DATA FILES (I.E., CTS, SORT/MERGE, AND IPF).

A3A.27.2.5. DOWNLOADS DATA TO MICROCOMPUTER AND PLACES DISKETTE IN DISTRIBUTION AREA.

A3A.27.2.6. MONITORS QUALITY CONTROLS OUTPUT.

A3A.27.2.7. REMOVES OUTPUT FROM PRINTERS AND PLACES IN DISTRIBUTION AREA.

A3A.27.2.8. MONITORS TERMINALS:

A3A.27.2.8.1. USES COM REM COMMANDS TO CONTROL TIP FUNCTIONS.

A3A.27.2.8.2. INITIALIZES TERMINALS.

A3A.27.3. MODE OF OPERATION:

A3A.27.3.1. NOTIFIES TERMINAL USERS. Notifies terminal user by telephone or message of changes in mode of operation.

A3A.27.3.2. CONDUCTS TERMINAL SHUTDOWN. Ensures that terminals are properly disabled.

A3A.27.3.3. PROCESSES CHANGE TO MODE OF OPERATION. Processes appropriate input to change mode of operation; i.e., on-line, twilight, utility, and report.

A3A.27.4. MAINTAIN LOG:

A3A.27.4.1. MAINTAINS REMOTE PROCESSING STATION (RPS) OPERATORS LOG. Makes entry pertaining to computer operations; i.e., humidity/temperature and communication problems, RAPCOM (Rapid Communication) messages, system problems, and program errors.

A3A.27.4.2. MAINTAINS SYSTEM OPERATIONAL STATUS. Records system utilization; i.e., jobs running, time required to run job, and evaluation of average running time by gang.

A3A.27.4.3. RECORDS AND MONITORS TAPE UTILIZATION.

A3A.27.5. OUTPUT DISTRIBUTION:

A3A.27.5.1. OPERATES DECOLLATER/PAGE PRINTER.

A3A.27.5.2. PREFORMS RPS INTERNAL DISTRIBUTION:

A3A.27.5.2.1. BREAKS DOWN FORMS/LISTINGS AND PLACES IN DISTRIBUTION BOXES.

A3A.27.5.2.2. LABELS AND PLACES DISKETTE IN DISTRIBUTION BOX.

A3A.27.5.2.3. ANNOTATES DISTRIBUTION SCHEDULE.

A3A.27.5.3. DISTRIBUTES FORMS/LISTINGS AND DISKETTES TO THE CUSTOMER:

A3A.27.5.3.1 PERFORMS MAIL DISTRIBUTION. Packages, prepares shipping document, mails, and notifies satellite.

A3A.27.5.3.2. DISTRIBUTES AUDITABLE OR ACCOUNTABLE DOCUMENT. Distributes forms/listings and obtains signature of customer prior to release of documents.

A3A.27.5.3.3. DISTRIBUTES PRIORITY OUTPUT. Notifies customer by telephone of priority output and distributes.

A3A.27.5.3.4. DISTRIBUTES TO CUSTOMER AT COUNTER.

A3A.27.5.3.5. PERFORMS ELECTRONIC MAIL DISTRIBUTION.

A3A.27.5.4. PERFORMS DATA ENTRY. Keys data to diskette, performs Quality Control, prints copy for customer, and makes any corrections.

A3A.27.5.5. MAINTAINS DISTRIBUTION INSTRUCTIONS AND ACCOUNTABLE/AUDITABLE CUSTOMER LIST.

A3A.27.5.6. ESTABLISHES AND MAINTAINS RECYCLE PAPER PROGRAM.

A3A.27.6. LOGISTICS APPLICATION OF AUTOMATIC MARKING AND READING SYMBOLS (LOGMARS):

A3A.27.6.1. PROGRAMS HANDHELD TERMINAL (HHT). Uploads HHT with appropriate program to include manual program and clears HHT for use.

A3A.27.6.2. ISSUES LOGMARS EQUIPMENT. Issues HHT and laser gun to user.

A3A.27.6.3. PROCESSES HHT DATA. Downloads memory data, keys in appropriate program/instructions, and processes required program prior to download.

A3A.27.6.4. RECHARGES BATTERY. Recharges battery of HHT and records battery utilization.

A3A.27.6.5. PROVIDES HHT TRAINING. Trains personnel in the proper operation of the HHT.

A3A.27.6.6. ANALYZES AND RESOLVES LOGMARS PROBLEM.

A3A.27.7. EQUIPMENT MAINTENANCE:

A3A.27.7.1. MAINTAINS PERIPHERAL EQUIPMENT. Maintains equipment and performs operator maintenance.

A3A.27.7.2. RESOLVES HARDWARE PROBLEM. Checks hardware problem in the RPS, Supply activity/ supported organization to include visits to the terminal to take corrective action.

A3A.27.7.3. MONITORS HARDWARE FAILURE:

A3A.27.7.3.1. NOTIFIES APPROPRIATE OFFICE OF HARDWARE MALFUNCTION.

A3A.27.7.3.2. PREPARES NECESSARY MAINTENANCE FORMS.

A3A.27.7.3.3. TRANSPORTS HARDWARE TO/FROM REPAIR FACILITY.

A3A.27.7.4. NOTIFIES USER. Notifies customers of equipment status.

A3A.27.7.5. PERFORMS CLUSTER CONTROLLER UTILITY FUNCTION AND CREATES BACKUPS.

A3A.27.7.6. MAINTAINS AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) INVENTORY:

A3A.27.7.6.1. PERFORMS SEMIANNUAL INVENTORY.

A3A.27.7.6.2. EVALUATES EQUIPMENT REQUEST. Evaluates equipment request for supporting ADPE equipment and prepares required documentation.

A3A.27.7.7. STOCKS RPS WITH SUPPLIES:

A3A.27.7.7.1. STOCKS PRINTER. Obtains paper or form, ribbon, etc., from work center supply storage and inserts paper or form, ribbon, etc., in printer.

A3A.27.7.7.2. MAINTAINS ADEQUATE LEVELS OF SUPPLIES: Develops local procedures to ensure adequate levels of supplies are on hand; i.e., Bench stock, item record levels.

A3A.27.8. MONITORS DATABASE INTEGRITY AND RECOVERY:

A3A.27.8.1. ENSURES OVERALL SYSTEM INTEGRITY:

A3A.27.8.1.1. REVIEWS INTEGRITY PROGRAMS., I.E., FAIL-SAFE (GV027), LINKAGE CHECK PROGRAM (GV024), PROGRAM BANK INDEX, CONTROL RECORD MODIFIER (GV026), ETC.

A3A.27.8.1.2. REVIEWS CONSOLE TYPEOUT.

A3A.27.8.1.3. REVIEWS AUTOMATED POINTER CORRECTION PROGRAM (NDA500) FOR ALL DATABASES (SBSS, MASS, CTH). Takes necessary action to correct any problems encountered.

A3A.27.8.1.4. COORDINATES WITH APPROPRIATE AGENCY TO RESOLVE PROBLEM.

A3A.27.8.1.5. PERFORMS DISK MANAGEMENT (I.E., RELOAD FILES, PLACEMENT OF FILES, DELETING FILES).

A3A.27.8.2. RESOLVES PROBLEM.

A3A.27.8.3. MAINTAINS SYSTEM CONSTANT RECORDS AND SIZING DATA:

A3A.27.8.3.1. DEVELOPS, MAINTAINS, AND PROCESSES CONSTANTS RECORDS.

A3A.27.8.3.2. DEVELOPS, MAINTAINS, AND PROCESSES SIZING DATA.

A3A.27.8.4. ACCOMPLISHES DUMP/RELOAD OF DATABASE/AREA (SBSS, MASS, CTH).

A3A.27.8.5. VALIDATES AND PROCESSES RECORD ALTERATIONS.

A3A.27.8.6. RESEARCHES AND CORRECTS CONDITION WHICH CAUSES SYSTEM LEVEL (799) REJECTS.

A3A.27.8.7. REVIEWS SYSTEM ADVISORY NOTICE (SAN) AND HEADS UP MESSAGE (HUMS) AND TAKES APPROPRIATE ACTION.

A3A.27.9. MAINTAINS SUPPLY INTERFACE SYSTEM (SIFS):

A3A.27.9.1. ESTABLISHES AND MAINTAINS A SIFS OPERATION.

A3A.27.9.1.1. MAINTAINS SIFS CONTROL FILE/AUTODIN TABLE.

A3A.27.9.1.2. ANALYZES AND RESOLVES SIFS PROBLEMS.

A3A.27.9.1.3. REVIEWS AND MAINTAINS LISTINGS.

A3A.27.9.2. MONITORS AUTOMATIC DATA REPORTS SUBMISSION SYSTEM (ADRSS)/BASE LEVEL AUTODIN MESSAGE EXTRACT SYSTEM (BLAMES):

A3A.27.9.2.1. REVIEWS AND MAINTAINS LISTINGS.

A3A.27.9.2.2. DISTRIBUTES LISTING TO USER.

A3A.27.9.2.3. ANALYZES AND RESOLVES ADRSS AND BLAMES PROBLEM. Reviews listing, coordinates with IPC, and reloads file, etc.

A3A.27.9.3. REVIEWS AUTODIN TRANSMISSIONS. Ensures all packets (XV9) were transmitted to the correct destination and arrived on a timely basis.

A3A.27.9.4. MANAGES SIFS RESIDUE:

A3A.27.9.4.1. REVIEWS AND MAINTAINS LISTINGS.

A3A.27.9.4.2. FORWARDS IMAGES AND MESSAGES FROM/TO INITIATOR OR OPR.

A3A.27.9.5. TRANSFERS EXTERNALLY CREATED FILES THROUGH ADRSS.

A3A.27.9.6. IMITATES DAILY SIFS SAVE.

A3A.27.10. MANAGES SCHEDULING:

A3A.27.10.1. PREPARES AND MAINTAINS DATA FILE FOR PRODUCTION SCHEDULE.

A3A.27.10.2. MAINTAINS MONTHLY FORECAST AND SCHEDULE:

A3A.27.10.2.1. PROCESSES MONTHLY FORECAST.

A3A.27.10.2.2. DISTRIBUTES LISTING TO APPROPRIATE AGENCIES.

A3A.27.10.2.3. COORDINATES CHANGES WITH USER.

A3A.27.10.2.4. UPDATES MONTHLY FORECAST/SCHEDULE AND FORWARDS TO USER IF REQUIRED.

A3A.27.10.3. PRODUCES DAILY OPERATIONS SCHEDULE:

A3A.27.10.4. REVIEWS SCHEDULE:

A3A.27.10.4.1. REVIEWS THE CONSOLE TYPEOUT/PRIOR SCHEDULES. Reviews the console typeout prior schedules to determine which of the console jobs/processes were complete, and inserts the unfinished jobs in the next available schedule and files copy.

A3A.27.10.4.2. COORDINATES WITH USER. Coordinates with user regarding new requirements, unscheduled requirements, and processing errors.

A3A.27.10.4.3. PREPARES/UPDATES RUNSTREAM WITH REQUIRED PROGRAM OPTION.

A3A.27.10.5. PROCESSES BASE SUPPLY ADPE WORK REQUEST (AF FORM 2011, BASE SUPPLY SPECIAL ADPM WORK REQUEST).

A3A.27.10.6. MAINTAINS/VALIDATES RECURRING WORK ORDER FILE.

A3A.27.11. PROGRAM MAINTENANCE:

A3A.27.11.1. DESIGNS LOCAL PROGRAMS. Designs local programs/routines/procedures to extract data in report format and proper sequence.

A3A.27.11.1.1. DEVELOPS PROGRAM.

A3A.27.11.1.2. DOCUMENTS PROGRAM.

A3A.27.11.1.3. MAINTAINS PROGRAM.

A3A.27.11.2. ANALYZES AIR FORCE LEVEL SOFTWARE DISCREPANCY.

A3A.27.11.2.1. IDENTIFIES AND REPORTS SOFTWARE DISCREPANCY. Reviews/researches processing problem (includes telephone calls to MAJCOM/Field Assistance Branch FAB) to determine Difficulty Report (DIREP) conditions and systems action.

A3A.27.11.2.2. PREPARES DIREP FOR SUBMISSION.

A3A.27.11.2.3. COORDINATES ALL CHANGES AND DEVELOPS WORK AROUND PROCEDURES WITH USERS.

A3A.27.11.3. REVIEWS AND MAINTAINS DIREP SUMMARY LISTING.

A3A.27.12. IPC COORDINATION:

A3A.27.12.1. ESTABLISHES PRIORITIES FOR SYSTEM PROCESSING.

A3A.27.12.2. ENSURES PROPER SETUP FOR COMPUTER RUN.

A3A.27.12.3. COORDINATES ON USE OF BATCH PROCESSING.

A3A.27.12.4. COORDINATES UPLOAD OF PROGRAM RELEASE:

A3A.27.12.4.1. REVIEWS LISTING. Receives and reviews program release listing from the IPC and forwards copy to the Management and Systems Branch.

A3A.27.12.4.2. COORDINATES PROGRAM LOAD. Coordinates with the IPC to establish the time and date to load the program release and special procedures required.

A3A.27.12.5. COORDINATES TAPE RETENTION/DISTRIBUTION. Reviews listing to ensure IPC maintains tape file for the required number of days and takes action if required (i.e., save all, audit trail, IRU dump, and CTH).

A3A.27.12.6. REVIEWS TMAS/CPMS PERFORMANCE REPORTS.

A3A.27.12.7. RESOLVES SUPPORT DEFICIENCIES (I.E., OPERATOR, SOFTWARE, HARDWARE, ETC).

A3A.27.12.8. COORDINATES PID PROCESSES (I.E., UP, DOWN, RESET).

A3A.27.12.9. COORDINATES USE OF DATABASE CORRECTION SOFTWARE (I.E., DBE, QLP/UPDATE, DMU).

A3A.27.12.10. COORDINATES USERID/PASSWORD REQUIREMENTS.

A3A.27.12.11. SUBMITS REQUESTS FOR NEW TERMINAL IDENTIFICATION AND POSITION IDENTIFIERS (PID) ASSIGNMENTS AND MONITOR NAPZ00/ZAPZ0A CHANGES.

A3A.27.12.12. COORDINATES COMPUTER SECURITY REQUIREMENTS (I.E.M, TASO, CSSO).

A3A.27.12.13. COORDINATES SIFS WITH OTHER AUTOMATED DATA SYSTEMS (ADS).

A3A.27.12.14. COORDINATES DISK MANAGEMENT.

A3A.27.12.15. COORDINATES SYSTEM ADVISORY NOTICE (SAN) AND HEADS UP MESSAGE (HUMS) ACTIONS.

A3A.27.12.16. COORDINATES REPORTS/LISTINGS:

A3A.27.12.16.1. COORDINATES DISTRIBUTION REQUIREMENTS.

A3A.27.12.16.2. PICKS UP REPORTS/LISTINGS.

A3A.27.12.17. MAINTAINS AN ALTERNATE SITE AGREEMENT WITH THE IPC TO SUPPORT CONTINGENCY PROCESSING REQUIREMENTS.

A3A.27.13. MONITORS SBSS TERMINAL SECURITY PROGRAM:

A3A.27.13.1. ESTABLISHES AND MAINTAINS TERMINAL SECURITY USER FILES:

A3A.27.13.1.1. LOADS/CHANGES/DELETES USER ID AND AUTHORIZED TRICS.

A3A.27.13.1.2. PROVIDES TERMINAL SECURITY VALIDATION/UPDATE. Provides a listing of user-ids and TRIC authorizations for review by branches and satellites. Makes changes as required.

A3A.27.13.1.3. PROVIDES TERMINAL SECURITY BRIEFING.

A3A.27.14. PROVIDES TRAINING:

A3A.27.14.1. SCHEDULES AND PROVIDES RPS OPERATOR PROFICIENCY TRAINING TO PERSONNEL ASSIGNED OUTSIDE OF THE COMPUTER OPERATIONS FUNCTION.

A3A.27.14.2. SCHEDULES AND CONDUCTS FAMILIARIZATION TRAINING FOR PERSONNEL RETRAINING INTO THE 645X2 AFSC. This is prerequisite for personnel attending 64532 technical school.

A3A.27.15. PERFORMS MICROCOMPUTER MANAGEMENT:

A3A.27.15.1. PERFORMS SQUADRON SMALL COMPUTER SECURITY MANAGER DUTIES (I.E., RISK ANALYSIS).

A3A.27.15.2. DESIGNS AND MAINTAINS LOCAL MICROCOMPUTER SOFTWARE APPLICATIONS:

A3A.27.15.2.1. DEVELOPS MICROCOMPUTER SOFTWARE APPLICATIONS.

A3A.27.15.2.2. DOCUMENTS MICROCOMPUTER SOFTWARE APPLICATIONS.

A3A.27.15.2.3. PROVIDES PROGRAM MAINTENANCE.

A3A.27.15.3. RECOMMENDS HARDWARE AND SOFTWARE PURCHASE.

A3A.27.15.4. MAINTAINS MICROCOMPUTER LIBRARIES (I.E., LOCAL AND COMMERCIAL SOFTWARE).

A3A.27.15.5. INSTALLS MICROCOMPUTER HARDWARE.

A3A.27.15.6. INSTALLS MICROCOMPUTER SOFTWARE AS REQUIRED.

A3A.27.15.7. CONDUCTS BASIC MICROCOMPUTER TRAINING.

A3A.27.15.8. PERFORMS MICROCOMPUTER MAINTENANCE AND RECORD KEEPING

A3A.27.15.9. INITIATES REQUESTS FOR REPAIR, PURCHASE, AND TURN-IN MICROCOMPUTER EQUIPMENT.

A3A.27.15.10. PERFORMS BACKUP OF MICROCOMPUTERS FOR RECOVERY PURPOSES.

A3A.27.15.11. PERFORMS MAINTENANCE OF AUTOMATED POST-POST DATABASE.

A3A.28. MANAGES GENERAL AND SYSTEMS SUPPORT DIVISIONS OF AIR FORCE STOCK FUND:

A3A.28.1. ANALYZES OPERATION. Reviews report and develops chart.

A3A.28.2. PREPARES ANALYSIS REPORT. Prepares report on General Support Division (GSD) providing analysis of variations from program objective identifying cause, action taken, and projected "get well" date; submits report to Management and Systems (M&S) Branch, Chief of Supply (COS), and major command.

A3A.28.3. REVIEWS AND CORRECTS FINANCIAL DATA BETWEEN ACCOUNTS. Reviews and corrects data on Stock Fund Inventory Management Report (M18); Trial Balance Report, HAF-ACF(M)7119; Stock Fund On Order, Intransit, Payable Detail List (M01); and Local Item Stratification (M20) with Accounting and Finance (ACF); prepares appropriate report, and forwards to higher headquarters.

A3A.28.4. DEVELOPS GSD OPERATING PROGRAM. Gathers data, consolidates and analyzes data, and submits operating program.

A3A.28.5. MANAGES GSD OPERATING PROGRAM. Controls nonreimbursable stock fund issue, analyzes impact of adjusted stock level, submits revision to stock fund, monitors GSD War Readiness Materiel (WRM) inventory, monitors GSD inventory augmentation fund, prepares program input, maintains surveillance of MACR, maintains surveillance of stock fund transaction, and processes stock fund management notice.

A3A.29. MANAGES SUPPLY OPERATING BUDGET:

A3A.29.1. DETERMINES REQUIREMENT. Requests cost center budgetary input, analyzes fund estimate and fund revision obtained from cost center, and compares with projected plan and program to determine validity, accuracy, and administrative sufficiency; compiles funding requirement.

A3A.29.2. SUBMITS O&M FUND REQUIREMENT. Prepares proposed O&M fund requirement in accordance with directive and submits for inclusion in overall base O&M budget.

A3A.29.3. MANAGES SUPPLY OPERATING BUDGET. Reviews request, provides funding target to budget, monitors fund listing, identifies unfunded and end-of-year fallout, conducts cost center manager meeting, and provides assistance to cost center manager, as needed.

A3A.30. PROVIDES FUNDS MANAGEMENT:

A3A.30.1. PROCESSES INVESTMENT EQUIPMENT. Processes 3080 requirement, processes Fast Payback Capital Investment (FASCAP) requirement, prepares annual 3080 budget, and monitors 3080 and FASCAP funding.

A3A.30.2. MONITORS SUPPLY AND EQUIPMENT FINANCIAL MANAGEMENT PROGRAM. Monitors O&M fund listing, monitors management notice/reject, and processes obligation/deobligation request.

A3A.30.3. PROVIDES TECHNICAL ASSISTANCE. Provides technical advice, assists customer, and monitors end-of-year closeout.

A3A.30.4. **MONITORS OUTSTANDING DETAIL.** Monitors Local Purchase (LP) and Military Standard Requisitioning and Issue Procedure (MILSTRIP) Research and Follow-up List (M37); monitors Stock Fund on order, intransit, Payable List (M01), and performs research.

A3A.30.5. **MAINTAINS INTERNAL SUPPLY ACTIVITY.** Coordinates with internal Supply activity on procedural and system change that affects stock fund or funds management, and ensures required action is taken.

A3A.30.6. **MAINTAINS MANAGEMENT REPORT.** Processes listing and initiates local listing.

A3A.30.7. **MISCELLANEOUS REPORT.** Prepares and submits Air Force, MAJCOM, and Special Report, and prepares and submits RCS report.

A3A.31. PERFORMS INVENTORY:

A3A.31.1. **PREPARES FOR INVENTORY.** Develops schedule, visits location, drafts schedule, coordinates schedule, and revises schedule.

A3A.31.2. **PERFORMS COMPLETE/SAMPLE INVENTORY.** Reviews schedule, conducts pre-inventory survey, obtains Cycle Inventory Count (CIC) and/or Non-Logistics Application of Automatic Marking and Reading Symbols (LOGMARS) inventory list, performs inventory, closes in-warehouse inventory, closes out of warehouse inventory (excludes sample), (sample inventory) reviews completion notice, and advises applicable section/branch of inventory completion.

A3A.31.3. **CONDUCTS SPECIAL INVENTORY.** Reviews request, researches error, prepares inventory transaction research worksheet, reviews research data (if required), processes Reverse Post (RVP) action (if required), initiates report of survey, if applicable, and prepares corrective action and notifies applicable section/branch to resume normal processing.

A3A.31.4. **CONDUCTS EQUIPMENT AUTHORIZED IN-USE DETAIL (EAID) INVENTORY.** Obtains Customer Authorization/Customer Receipt Accounts (CA/CRL) list, performs inventory, researches discrepancy (if required), and travels to and from inventory location.

A3A.31.5. **PREPARES/REVIEWS REPORT OF SURVEY.** Reviews report of survey, prepares inventory transaction research worksheet (if required), forwards report of survey and worksheet, inputs data, and notifies requester.

A3A.31.6. **PERFORMS REJECT MANAGEMENT.** Clears reject and researches reject.

A3A.32. PERFORMS M10 PROCEDURE:

A3A.32.1. **PERFORMS M10 ANALYSIS.** Reviews M10 for inventory adjustment, prepares analysis, reviews worksheet, prepares trend chart, and submits analysis.

A3A.32.2. **PROCESSES M10.** Reviews M10, initiates certification, and notifies other agency as required.

A3A.33. PROCESSES MANAGEMENT LISTING. Processes Daily Transaction Register (D06), Consolidated Transaction Register (D06), Daily Document Register (D04), Cumulative Reject Listing (D818), Delinquent Document Listing, and Freeze Code Review Listing; and maintains Cycle Inventory Listing.

A3A.34. PERFORMS DOCUMENT PROCESSING:

A3A.34.1. **PERFORMS QUALITY CONTROL (QC).** Reviews document for date and verifies signature, checks for Document Control and other appropriate stamps; prepares document for filming, enters appropriate data in remote device (data entry station), and activates camera to film document; removes document from camera surface and suspenses in filming sequence until processed film is received and reviewed.

A3A.34.2. **UPDATES DOCUMENT CONTROL RECORD (DCR) IMAGES.**

A3A.34.3. **MANAGES DELINQUENT DOCUMENT AND DELINQUENT SOURCE PROGRAM.**

A3A.34.4. **MAINTAINS RECORD ALTERATION (FIX) OUTPUT DOCUMENT FILE.** Receives document from Supply function and compares number of FIX documents with the Consolidated Inventory Adjustment Document Register (M10); checks for altering reason statement and appropriate signature; files document.

A3A.34.5. **RESEARCHES DISCREPANT DEFENSE REUTILIZATION MANAGEMENT OFFICE (DRMO) TRANSFER.** Receives follow-up card from Defense Property Disposal Service (DPDS), if discrepancy exists, and obtains reject from computer; researches 528 reject notice (by checking source document, inquiry, and on-hand balance); if discrepancy still exists, takes appropriate action; forwards reply card to DPDS.

A3A.35. MAINTAINS SUPPLY REGISTER:

A3A.35.1. MAINTAINS DAILY TRANSACTION REGISTER (D06). Reviews D06 for error; coordinates with Computer Operations to make correction, if required; tabs register and files.

A3A.35.2. MAINTAINS CONSOLIDATED TRANSACTION REGISTER (D06). Verifies accuracy and completeness of register; coordinates with 18 Computer Operations to make correction, if required; notifies Computer Operations that transaction history tapes may be released; tabs register and files consolidated register.

A3A.35.3. MAINTAINS DAILY DOCUMENT CONTROL REGISTER (D04). Reviews register for error and verifies total number of DCC cards; coordinates with Computer Operations to make correction, if required; tabs register and files.

A3A.35.4. MAINTAINS CONSOLIDATED INVENTORY ADJUSTMENT DOCUMENT REGISTER (M10). Receives register and supporting documentation, checks for error, and verifies data; notifies Inventory Section to make necessary correction, if required; tabs register and files.

A3A.35.5. RECEIVES SHIPMENT LOSS ANALYSIS (M16) AND FILES.

A3A.35.6. RECEIVES CONVERSION AUDIT LIST (R22) AND FILES.

A3A.36. PROCESSES DOCUMENT FILE:

A3A.36.1. PROCESSES DOCUMENT FOR STORAGE.

A3A.36.2. PERFORMS DOCUMENT RETRIEVAL.

A3A.36.3. MAINTAINS FILE OF DOCUMENTS WITH "DO NOT POST" ENTERED (MAY BE MICROFILMED).

A3A.37. MAINTAINS LETTER OF AUTHORIZATION:

A3A.37.1. MAINTAINS FILE OF INDIVIDUALS AUTHORIZED TO RECEIPT FOR CLASSIFIED PROPERTY. Inputs data, provides change, notifies COS and supply security manager, and processes revalidation.

A3A.37.2. MAINTAINS VISITOR ACCESS RECORD.

A3A.37.3. MAINTAINS LIST OF PERSONS AUTHORIZED ACCESS TO DOCUMENT CONTROL SECTION FILES AND RECORDS.

A3A.37.4. RECORD DISPOSITION. Removes outdated document/film, transports document to DRMO, and prepares and inserts guide card, folder, and binder.

A3A.38. MAINTAINS ACTIVE/HISTORY WEAPONS/COMMUNICATION SECURITY (COMSEC) CONTROL FILE:

A3A.38.1. PROCESSES AND MAINTAINS WEAPONS/COMSEC REPORT. Receives Weapons (1WC/DSM Card)/COMSEC Report (1CC/XHA Card)(D21) and suspenses until source document is received; transcribes serial number from source document to 1WC/DSM and/or 1CC/XHA card and forwards to Computer Operations; receives 1WC/DSM and/or 1CC/XHA card from Computer Operations and reviews for accuracy; makes correction, as indicated; prepares DSM/XHA card for transceiving to depot; files 1WC/1CC card.

A3A.38.2. MAINTAINS HISTORY FILE. Maintains 1WC/1CC card in history file.

A3A.38.3. PROCESSES WEAPONS/COMSEC RECONCILIATION. Receives and proofreads Weapons Reconciliation Report and COMSEC Validation Listing; makes correction and reprocesses; transmits DSM/XHA card to applicable depot.

A3A.38.4. CORRECTS DEPOT RECONCILIATION ERROR. Processes error card (DSR/XHB); resubmits card to depot; takes appropriate corrective action.

A3A.39. MANAGES DELINQUENT SHIPMENT SUSPENSE PROGRAM:

A3A.39.1. SEQUENCES SOURCE DOCUMENT (COPY 3). Receives shipment suspense card (SSC) from Computer Operations and obtains source document (copy 3) from other Supply function or Traffic Management Office (TMO); sequences source document by number. (Task not required if terminal is used).

A3A.39.2. UPDATES SOURCE DOCUMENT CARD (SSC). Verifies corresponding source document for each SSC card, updates SSC card by writing mode, date, and transportation control number (TCN), as annotated on source document (or inputs data in terminal).

A3A.39.3. FORWARDS SSC. Forwards SSC card to Computer Operations for keypunching; receives card and checks for accuracy; returns card to Computer Operations for entry. (Task not required if terminal is used.)

A3A.39.4. CLEARS REJECT, AS REQUIRED.

A3A.39.5. DISCARDS OR RETURNS SOURCE DOCUMENT (COPY 3) TO TMO.

A3A.39.6. MAINTAINS DELINQUENT SHIPMENT LISTING (R40).

A3A.40. INITIATES REVERSE POST (RVP) ACTION:

A3A.40.1. ENSURES RECEIPT OF RVP DOCUMENTATION. Reviews freeze code "Q" listing against RVP log to ensure RVP documentation has been received.

A3A.40.2. VERIFIES VALIDITY. Coordinates with the Records Maintenance Unit to verify validity of frozen item listed without documentation received; if not valid, contacts Supply function requesting "Q" freeze to ensure RVP action request is initiated.

A3A.40.3. PROCESSES REQUEST. Locates original source document (on film) and reproduces copy for requesting function; reviews returned document to ensure reason is stated for RVP.

A3A.40.4. INPUTS DATA. Reviews RVP documentation from initiator and researches and extracts information from Daily Transaction Register (D06); enters data on remote device, or prepares creation sheet and forwards to Computer Operations for input; retains suspense copy.

A3A.40.5. CLEARS REJECT, AS REQUIRED.

A3A.40.6. PROCESSES DOCUMENT. Receives and reviews RVP output document(s) to ensure correct processing; enters source document data in data entry station, enters exception code in applicable column to identify RVP action; places source document and document with RVP statement visible on camera surface and activates camera; forwards RVP action document (copy 3) to requesting Supply function to notify of completed action.

A3A.40.7. MAINTAINS RVP LOG. Maintains RVP suspense log to ensure RVP action has been completed.

A3A.41. PROCESSES MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP) TRACER RECONCILIATION LISTING (TAR). Receives listing from Stock Control and ensures receipt document is not on file; annotates listing, as required; returns listing to Stock Control.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S900	SMS									
Inventory Mgt Craftsman	2S071	MSG	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	TSG	1	1	1	1	1	1	1	1	1
Inventory Mgt Journeyman	2S051	SSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Journeyman	2S051	SRA	2	2	3	3	3	3	3	3	3
Inventory Mgt Apprentice	2S031	A1C	2	2	2	2	3	3	3	3	3
Supply Sys Analy Craftsman	2S072	MSG									
Supply Sys Analy Craftsman	2S072	TSG				1	1	1	1	1	1
Supply Sys Analy Journeyman	2S052	SSG	1	1	1	1	1	1	1	1	2
Supply Sys Analy Journeyman	2S052	SRA	2	3	3	3	3	3	3	4	4
Information Mgt Journeyman	3AO51	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3AO51	SRA	1	1	1	1	1	1	2	2	2
Information Mgt Apprentice	3A031	A1C	1	1	1	1	1	1	1	1	1
TOTAL			15	16	17	18	19	20	21	22	23
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S900	SMS									
Inventory Mgt Craftsman	2S071	MSG	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	TSG	1	2	2	2	2	2	2	2	2
Inventory Mgt Journeyman	2S051	SSG	3	3	3	4	4	4	4	4	4
Inventory Mgt Journeyman	2S051	SRA	4	4	4	4	5	5	5	5	5
Inventory Mgt Apprentice	2S031	A1C	3	3	4	4	4	5	5	5	5
Supply Sys Analy Craftsman	2S072	MSG							1	1	1
Supply Sys Analy Craftsman	2S072	TSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Journeyman	2S052	SSG	2	2	2	2	2	2	2	3	3
Supply Sys Analy Journeyman	2S052	SRA	4	4	4	4	4	4	4	4	5
Information Mgt Journeyman	3AO51	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	1	1	1	1	1	1	1	1	1
TOTAL			24	25	26	27	28	29	30	31	32

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S900	SMS									
Inventory Mgt Craftsman	2S071	MSG	1	1	1	1	1	2	2	2	2
Inventory Mgt Craftsman	2S071	TSG	2	2	2	2	2	2	3	3	3
Inventory Mgt Journeyman	2S051	SSG	4	4	4	4	5	5	5	5	5
Inventory Mgt Journeyman	2S051	SRA	5	5	5	6	6	6	6	7	7
Inventory Mgt Apprentice	2S031	A1C	5	5	5	5	5	5	5	5	6
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	3	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	1	1	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	1	1	1	1	1	1	1	1	1
TOTAL			33	34	35	36	37	38	39	40	41
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S900	SMS			1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	2	2	2	2	2	2	2	3	3
Inventory Mgt Craftsman	2S071	TSG	3	3	3	3	3	3	3	3	4
Inventory Mgt Journeyman	2S051	SSG	5	6	6	6	6	7	7	7	7
Inventory Mgt Journeyman	2S051	SRA	7	7	7	8	8	8	9	9	9
Inventory Mgt Apprentice	2S031	A1C	6	6	6	6	7	7	7	7	7
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			42	43	44	45	46	47	48	49	50

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S900	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	4	4	4	4	4	4	4	4	4
Inventory Mgt Journeyman	2S051	SSG	7	7	8	8	8	9	9	9	10
Inventory Mgt Journeyman	2S051	SRA	9	10	10	11	11	11	12	12	12
Inventory Mgt Apprentice	2S031	A1C	8	8	8	8	9	9	9	10	10
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			51	52	53	54	55	56	57	58	59
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS			1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	3	3	3	4	4	4	4	4
Inventory Mgt Craftsman	2S071	TSG	5	5	5	5	5	5	5	5	5
Inventory Mgt Journeyman	2S051	SSG	10	10	10	10	10	11	11	11	11
Inventory Mgt Journeyman	2S051	SRA	12	13	13	13	13	13	14	15	15
Inventory Mgt Apprentice	2S031	A1C	10	10	10	11	11	11	11	11	12
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			60	61	62	63	64	65	66	67	68

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	4	4	4	4	4	4	4	4	5
Inventory Mgt Craftsman	2S071	TSG	5	6	6	6	6	6	6	6	6
Inventory Mgt Journeyman	2S051	SSG	12	12	12	12	13	13	13	14	14
Inventory Mgt Journeyman	2S051	SRA	15	15	16	16	16	17	17	17	17
Inventory Mgt Apprentice	2S031	A1C	12	12	12	13	13	13	14	14	14
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			69	70	71	72	73	74	75	76	77
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	5	5	5	5	5	5	5	5	5
Inventory Mgt Craftsman	2S071	TSG	6	7	7	7	7	7	7	7	8
Inventory Mgt Journeyman	2S051	SSG	14	14	14	14	15	15	15	16	16
Inventory Mgt Journeyman	2S051	SRA	18	18	18	19	19	20	20	20	20
Inventory Mgt Apprentice	2S031	A1C	14	14	15	15	15	15	16	16	16
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			78	79	80	81	82	83	84	85	86

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	1	1	1	1	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	5	5	5	6	6	6	6	6	6
Inventory Mgt Craftsman	2S071	TSG	8	8	8	8	8	8	8	8	8
Inventory Mgt Journeyman	2S051	SSG	16	17	17	17	17	17	17	18	18
Inventory Mgt Journeyman	2S051	SRA	21	21	21	21	21	22	22	22	23
Inventory Mgt Apprentice	2S031	A1C	16	16	17	17	17	17	18	18	18
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			87	88	89	90	91	92	93	94	95
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	6	6	6	6	7	7
Inventory Mgt Craftsman	2S071	TSG	9	9	9	9	9	9	9	9	9
Inventory Mgt Journeyman	2S051	SSG	18	18	18	19	19	19	20	20	20
Inventory Mgt Journeyman	2S051	SRA	23	23	24	24	25	25	25	25	26
Inventory Mgt Apprentice	2S031	A1C	18	19	19	19	19	20	20	20	20
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			96	97	98	99	100	101	102	103	104

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	7	7	7	7	7	7	7	7	7
Inventory Mgt Craftsman	2S071	TSG	10	10	10	10	10	10	10	11	11
Inventory Mgt Journeyman	2S051	SSG	20	20	21	21	21	22	22	22	22
Inventory Mgt Journeyman	2S051	SRA	26	26	26	27	27	27	28	28	28
Inventory Mgt Apprentice	2S031	A1C	20	21	21	21	22	22	22	22	23
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			105	106	107	108	109	110	111	112	113
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	7	7	8	8	8	8	8	8	8
Inventory Mgt Craftsman	2S071	TSG	11	11	11	11	11	11	11	12	12
Inventory Mgt Journeyman	2S051	SSG	22	23	23	23	23	24	24	24	24
Inventory Mgt Journeyman	2S051	SRA	29	29	29	30	30	30	31	31	31
Inventory Mgt Apprentice	2S031	A1C	23	23	23	23	24	24	24	24	25
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			114	115	116	117	118	119	120	121	122

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	8	8	8	8	8	9	9	9	9
Inventory Mgt Craftsman	2S071	TSG	12	12	12	12	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SSG	25	25	25	26	26	26	26	27	27
Inventory Mgt Journeyman	2S051	SRA	31	32	32	32	33	33	33	33	34
Inventory Mgt Apprentice	2S031	A1C	25	25	26	26	26	26	27	27	27
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			123	124	125	126	127	128	129	130	131
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	2	2	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	9	9	9	9	10
Inventory Mgt Craftsman	2S071	TSG	13	13	13	13	13	13	13	13	13
Inventory Mgt Journeyman	2S051	SSG	27	27	27	27	28	28	28	29	29
Inventory Mgt Journeyman	2S051	SRA	34	35	35	35	35	36	36	36	36
Inventory Mgt Apprentice	2S031	A1C	27	27	27	28	28	28	29	29	29
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			132	133	134	135	136	137	138	139	140

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management and Systems/41A1			2410.50 - 25390.60								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S900	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	10	10	10	10	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	13	14	14	14	14	14	14	14	15
Inventory Mgt Journeyman	2S051	SSG	29	29	29	29	30	30	30	31	31
Inventory Mgt Journeyman	2S051	SRA	37	37	37	38	38	39	39	39	39
Inventory Mgt Apprentice	2S031	A1C	29	29	30	30	30	30	31	31	31
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			141	142	143	144	145	146	147	148	149
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	2	2	2	2
Supply Management Supt	2S900	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	10	10	10	11	11	11	11	11	11
Inventory Mgt Craftsman	2S071	TSG	15	15	15	15	15	15	15	15	15
Inventory Mgt Journeyman	2S051	SSG	31	31	32	32	32	32	32	33	33
Inventory Mgt Journeyman	2S051	SRA	40	40	40	40	41	41	41	41	42
Inventory Mgt Apprentice	2S031	A1C	31	32	32	32	32	32	33	33	33
Supply Sys Analy Craftsman	2S072	MSG	1	1	1	1	1	1	1	1	1
Supply Sys Analy Craftsman	2S072	TSG	2	2	2	2	2	2	2	2	2
Supply Sys Analy Journeyman	2S052	SSG	4	4	4	4	4	4	4	4	4
Supply Sys Analy Journeyman	2S052	SRA	5	5	5	5	5	5	5	5	5
Information Mgt Journeyman	3AO51	SSG	2	2	2	2	2	2	2	2	2
Information Mgt Journeyman	3AO51	SRA	2	2	2	2	2	2	2	2	2
Information Mgt Apprentice	3A031	A1C	2	2	2	2	2	2	2	2	2
TOTAL			150	151	152	153	154	155	156	157	158

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PROCESS ANALYSIS SUMMARY**MANAGEMENT AND SYSTEMS**

PROCESS TITLE	PROCESS TIME (MAN-HOURS)	PROJECTED WORKLOAD	FRACTIONAL MANPOWER (F=FIXED)
Maintains Deployment Plan	1.49	7.51	0.070
Maintains SRCC Support	23.02		0.143 (F)
Wartime Planning & Mobility Management	0.63	87.83	0.344
Computer Operations	1928.40		12.000 (F)
Inventory	0.01	41711.00	3.825
Management Listing	44.46		0.277 (F)
Maintains Document File	0.02	12335.00	1.406
Funds Management	0.005	32426.00	1.075
Maintains Active/History Weapon/COMSEC Control File	24.73		0.154 (F)
Initiates Reverse Post Action	0.20	82.40	0.105
Letter of Authorization	7.79		0.048 (F)
Document Processing	0.02	18689.00	2.109
Supply Operating Budget	31.47		0.196 (F)
General & Systems Support Division Air Force Stock Fund	173.68		1.081 (F)
Customer Service	1.58	89.48	0.880
Processes Reject Program	34.01		0.212 (F)
Supply System Management	4.61	10.02	0.287
Resolves Problems	1.31	37.08	0.302
Management Information	0.50	227.63	0.708
Manages Delinquent Shipment Suspense Program	70.90		0.441 (F)

SF 44, Purchase Order-Invoice Voucher	15.25	2.88	0.273
Hazardous Waste Management	0.30	21.30	0.040
M10 Procedure	19.74		0.123 (F)
On-the-Job Training Program	0.67	105.74	0.441
Base Supply Customer Training	1.32	39.62	0.325
Base Supply Personnel Training	0.72	59.25	0.265
Development, Maintenance and Use of Computer Software Program	0.25	76.56	0.119
Data Reporting	26.53	3.64	0.601
Trend, Special & Problem Analysis	18.24	5.62	0.638
Management Analysis Planning	34.53	1.75	0.376
Internal Surveillance Program	40.28	3.02	0.757
Administrative Support	642.80		4.000 (F)
Management	321.40		2.000 (F)
Supply Register	4.49		0.028 (F)
Processes MILSTAMP & TAR	4.53		0.028 (F)
Support Agreement	0.35	4.40	0.010
Maintains Incoming ROD Report	0.26	8.86	0.014
Ancillary Training	2.22		0.014 (F)
WAPS Library	4.95		0.031 (F)
USAF Graduate Evaluation Program	4.20		0.026 (F)
Zero Overpricing Program	1.17	2.62	<u>0.019</u>
TOTAL FRACTIONAL MANPOWER			35.792

NOTE: Processes are in priority sequence.

MATERIEL STORAGE AND DISTRIBUTION (41B1)

The Materiel Storage and Distribution Flight standard was developed for the Objective Wing, Materiel Storage and Distribution Flight. This function is responsible to the Chief of Supply for proper receipt, inspection, issue, storage, warehousing, materiel handling techniques, and pick up and delivery, as well as the related operational procedures pertaining to the processing, care and protection of all supplies and equipment for which they have storage responsibility. This standard provides the manpower needed to support an objective wing Materiel Storage and Distribution Flight in AMC, ACC, USAFE, PACAF, AFSPC, AFSOC and AETC bases during peacetime. It does not apply to satellite operations, the Air National Guard, the Air Force Reserve, or locations with Air Logistics Centers. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not included in the AFMS.

A4.1. Responsibility Statement. The Materiel Storage and Distribution Flight is responsible for the following activities:

A4.1.1. **Flight Management.** Responsible for overall management and supervision of subordinate elements.

A4.1.2. **Supply Materiel Inspection.** Responsible for all activities related to inspection of items received, stored, issued, shipped and transferred.

A4.1.3. **Supply Materiel Receiving.** Includes all activities related to receipt of materiel for supply and equipment accounts.

A4.1.4. **Supply Materiel Pick up and Delivery.** Includes all activities related to pick up and delivery of supplies and equipment except for retail sales and routine bench stock deliveries.

A4.1.5. **Supply Storage and Issue.** Includes all activities related to storage and issue of supplies and equipment (less retail sales, mobility, and WRSK/BLSS/MSK items). Provides secure storage and handling of classified and sensitive items.

A4.1.6. **Supply Bench Stock Support.** Responsible for all activities related to the establishment and maintenance of bench stocks.

★**A4.2. Core Composition.** This AFMS was developed for the Materiel Storage and Distribution Flight to support an objective wing having a population of 3055 authorizations and a Primary Aircraft Inventory (PAI) equivalent of 42.

A4.2.1. **Core Requirement.** 46

A4.2.2. **Core Range.** 13 - 156

★A4.2.3. **Programming Factor.** Population and PAI

A4.3. Standard Data:

A4.3.1. **Approval Date.** July 1993

A4.3.2. **Manpower Data Source.** Workshop measurement

A4.3.3. **Manpower Equation.** See Supply Squadron AFMS.

A4.3.4. **Workload Factor.** See Supply Squadron AFMS.

★A4.3.5. **Points of Contact:**

A4.3.5.1. **AFCQMI Representative.** Mr. Marc Fraser, AFCQMI/MQAB

A4.3.5.2. **Functional Representative.** CMSgt Johnston, AF/LGSP

A4.4.. Application Instructions. See Supply Squadron AFMS.

A4.5. Statement of Conditions. This flight's normal hours of operation are 8 hours a day, 5 days a week. No environmental or physiological factors were identified that had a manpower impact on this flight.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

MATERIEL STORAGE AND DISTRIBUTION

A4A.1. PROVIDES MATERIEL STORAGE AND DISTRIBUTION MANAGEMENT:

A4A.1.1. DEVELOPS DIRECTIVE. Develops policy, procedure, plans, operating instruction, checklist, and performance standard by researching, drafting, proofreading typed copies, and signing completed product.

A4A.1.2. ESTABLISHES WORK PRIORITY. Plans and establishes work priority for subordinate work center.

A4A.1.3. DIRECTS ACTIVITY. Directs activity of subordinate work center, such as determining storage requirement, ensuring proper storage, providing distribution policy, recommending change, implementing directed change, providing technical guidance, determining requirement, and initiating Report of Survey.

A4A.1.4. PREPARES WAREHOUSE LAYOUT. Prepares floor plan and layout of warehouse to provide for efficient and effective warehouse practice.

A4A.1.5. INSPECTS FACILITY. Performs periodic inspection of work center facility, including vehicles, for adequacy of housekeeping, identification of safety and fire hazards, and identification of equipment and facility conditions requiring maintenance and repairs.

A4A.1.6. ACCOMPANIES INSPECTOR. Accompanies Chief of Supply or designated representative on inspection of branch facilities and activity.

A4A.1.7. DETERMINES COMPLIANCE WITH DIRECTIVE. Determines compliance with regulations, technical order, established policy, and standard operating procedure with regard to all aspects of property receipt, storage, protection, and shipment.

A4A.1.8. TAKES CORRECTIVE ACTION. Directs the correction of improper practice and makes recommendation to Chief of Supply for change in operating procedure to improve efficiency of operation. The corrective action is only for discrepancy found during self-inspection.

A4A.1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating branch status and identifying exception and trend which require management action. Takes necessary corrective action to correct unsafe condition or discrepancy identified in management listings.

A4A.2. PERFORMS ADMINISTRATION:

A4A.2.1. TYPES COMMUNICATION. Obtains and assembles material, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

A4A.2.2. PROCESSES INCOMING DISTRIBUTION. Receives and opens envelope, reviews for required action, marks and routes distribution.

A4A.2.3. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, packages, and routes distribution.

A4A.2.4. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE.

A4A.2.5. ESTABLISHES FILE. Prepares file outline, folder, guide, and label.

A4A.2.6. FILES CORRESPONDENCE. Receives material, marks, sorts, classifies, inserts in file, removes for reference, and refiles.

A4A.2.7. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

A4A.2.8. DISPOSES OF RECORD. Removes record from file and disposes of in accordance with AFI 37-138, *Records Disposition-Procedures and Responsibilities*.

A4A.2.9. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

A4A.2.10. MAINTAINS SECURITY FILE. Establishes, posts, and changes security record, access documentation and the list of restricted area badge numbers for work center. Destroys material as required.

A4A.2.11. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or similar record, posts, changes, and disposes of, as required.

A4A.2.12. MAINTAINS CLASSIFIED MATERIAL. Controls, inventories, safeguards, and destroys material.

A4A.2.13. OBTAINS ADMINISTRATIVE PUBLICATIONS. Receives request, prepares requisition form, obtains authorizing signature, and processes and files form.

A4A.2.14. MAINTAINS INDEX. Posts new index, new publication, or change to index.

A4A.2.15. MAINTAINS PUBLICATION. Posts or files new publication or change.

A4A.2.16. OPERATES COPYING MACHINE AND COLLATES COPIES.

A4A.2.17. **MAINTAINS STOCK OF BLANK FORMS.** Establishes requirement, prepares requisition, receives, routes, stocks, and controls blank forms.

A4A.2.18. **MAINTAINS STATUS CHART OR BULLETIN BOARD.** Prepares existing information and posts new information.

A4A.2.19. **MAINTAINS APPOINTMENT RECORD.** Posts calendar or book, coordinates appointment with supervisor, and reminds supervisor as required.

A4A.3. PERFORMS RECEIPT INSPECTION. Includes all actions, travel, documentation, tagging, coordination, and data input to terminal to inspect items.

A4A.4. PERFORMS TURN-IN INSPECTION. Includes all actions, travel, documentation, tagging, coordination, processing of rejected document, and data input to terminal to inspect items.

A4A.5. PERFORMS SHIPMENT/TRM A5J/OFF BASE ISSUES INSPECTION. Includes all actions, travel, documentation, tagging, coordination, and data input to terminal to inspect items.

A4A.6. PERFORMS INSPECTION ON PROPERTY IN STORAGE. Includes all actions, travel, documentation, tagging, coordination and data input to terminal to inspect items.

A4A.7. SCHEDULES AND MAINTAINS SURVEILLANCES PROGRAM. Conducts review of storage location and material handling procedures. Inspects warehouse for compliance with storage regulations.

A4A.8. INSPECTS FOUND-ON-BASE (FOB) PROPERTY. Verifies correct identification, prepares 1GP, Special Inventory Request, and forwards to Inventory Section.

A4A.9. INSPECTS MAINTENANCE FUNCTIONAL CHECK ITEM. Reviews listing, processes inquiry and inspects asset, coordinates with appropriate activity, and prepares form.

A4A.10. SCHEDULES AND MAINTAINS PRECIOUS METALS PROGRAM. Performs precious metals program duties.

A4A.11. PROCESSES ORGANIZATION REFUSAL. Processes organizational refusal to ensure that incorrectly labeled or damaged merchandise is properly disposed of and the proper form is forwarded to Document Control for reverse post action or turn in.

A4A.12. PERFORMS SCRAP PROPERTY DISPOSAL. Separates and segregates scrap and prepares DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, with proper certification and inspection signature or stamp for scrap property meeting authorized criteria and forwards DD Form 1348-1 with property to Defense Reutilization Marketing Office (DRMO).

A4A.13. PREPARES REPORT OF DISCREPANCY (ROD). Prepares SF 364, **Report of Discrepancy**, for damaged or misidentified property or hazardous materials without safety data sheets; SF 361, **Transportation Discrepancy Report**, for improper packing; and SF 368, **Quality Deficiency Report (Category II)**, for material that does not meet specification; attaches a copy of the discrepancy to the DD Form 1348-1; and conducts follow-up action.

A4A.14. PROCESSES MANAGEMENT LISTING. Receives, researches, annotates, and processes listing.

A4A.15. PREPARES REVERSE POST. Prepares request for reverse post.

A4A.16. PERFORMS PROPERTY UNLOADING (EXCLUDES TURN-IN AND LOCAL PURCHASE). Off-loads property, verifies data, reloads consolidated or mixed shipment, secures classified/weapon item, and picks up property at on-base post office.

A4A.17. PROCESSES RECEIPT:

A4A.17.1. PROCESSES PROPERTY RECEIPT (EXCLUDES TURN-IN AND LOCAL PURCHASE). Removes and prepares documentation, verifies data and quantity, annotates change, assigns hold or tote location, processes receipt document, processes intransit data card, notifies inspection section, prepares discrepancy report, segregates property (health hazard and sensitive only), and moves property (health hazard and sensitive only).

A4A.17.2. COMPUTER DOCUMENT PROCESSING. Processes receipt document (includes turn-in); separates property; and transports property.

A4A.17.3. PROPERTY PROCESS (EXCLUDES LOCAL PURCHASE). Computer processes output document and clears reject. Receives computer output and locates property.

A4A.18. PROCESSES TURN-IN PROPERTY (SUPPLIES AND EQUIPMENT). Unloads turn-in, prepares documentation, and processes turn-in document.

A4A.19. PROCESSES LOCAL PURCHASE PROPERTY (INCLUDES WALK-THROUGH). Receipts for property, locates suspense copy, verifies shipment, notifies inspection section, forwards document, receives computer output, locates property, processes output document, separates property, processes due-out release, and transports property.

A4A.20. MAINTAINS DELINQUENT DOCUMENT LISTING. Receives, researches, and annotates listing.

A4A.21. ADMINISTERS DEFENSE LOGISTICS AGENCY (DLA)/GENERAL SERVICES ADMINISTRATION (GSA)/AIR FORCE DEPOT CONTRACT.

A4A.22. RECEIVES OR OBTAINS PROPERTY. Verifies national stock number (nsn) and quantity, sorts property, secures classified item, secures pilferable item, contacts custodian, and loads vehicle.

A4A.23. PICKS UP AND DELIVERS MATERIAL ON BASE. Travels to and from delivery destination, off-loads material, picks up material or turn-in (tin) item on base (includes equipment difm serviceable and unserviceable xb3), travels to and from pickup point, and loads item.

A4A.24. PICKS UP AND DELIVERS ITEMS OFF BASE. Delivers material off base, travels to and from delivery destination, off-loads material, picks up material or turn-in (tin) item off base (includes equipment difm serviceable and unserviceable xb3), travels to and from pickup point and loads item.

A4A.25. MAINTAINS MANAGEMENT LISTING. Maintains, receives, researches, and annotates listing.

A4A.26. PERFORMS VEHICLE CONTROL OPERATIONS. Schedules repair, obtains or provides vehicle, performs Vehicle Control Officer (VCO) duties IAW AFI 24-301, *Vehicle Operations*, and conducts vehicle training.

A4A.27. PERFORMS SUPPLIES AND EQUIPMENT STORAGE AND HANDLING. Stores supplies and equipment (includes classified pilferable and sensitive); separates property by stockroom, transports property to stockroom, checks data, places supplies and equipment in storage area, assigns location, removes supplies and equipment (includes classified, pilferable, and sensitive).

A4A.28. PULLS PROPERTY FROM STORAGE. Receives and reviews issue, transfer, or shipping document; travels to storage area; pulls item; annotates document; transports material to pick up and delivery, bench stock, support, and packing and crating; and assists pick up and delivery.

A4A.29. STORES REPARABLE ITEM. Receives property, transports reparable item, stores reparable item, and establishes warehouse location.

A4A.30. REMOVES REPARABLE ITEM. Receives and reviews issue, shipment, or Defense, Reutilization & Marketing Office (DRMO) transfer document; travels to storage location; locates property; and removes item and annotates document.

A4A.31. PROVIDES COMMUNICATION ELECTRONIC SCHEME STORAGE AND HANDLING. Conducts pre-installation survey, conducts quarterly inventory of communication electronic schemes, receives and reviews notification of inbound property, and issues scheme.

A4A.32. PERFORMS POST-POST OPERATION. Processes post-post to stock, and post-post issues.

A4A.33. PERFORMS STORAGE AND ISSUE TERMINAL OPERATION.

A4A.34. PERFORMS BIN LABEL MAINTENANCE. Replaces damaged or missing labels with label prepared by computer, prepares form, receives bin label, travels to storage location, and secures bin label to storage location.

A4A.35. MAINTAINS MANAGEMENT LISTING. Processes, reviews, maintains, researches, and annotates listing.

A4A.36. PERFORMS WAREHOUSE VALIDATION. Schedules validation, performs warehouse validation, and requests special inventory.

A4A.37. PERFORMS INVENTORY. Isolates area and maintains recap sheet.

A4A.38. PERFORMS PROPERTY RE-WAREHOUSING. Moves property from one location to another to enhance the storage layout.

A4A.39. PERFORMS WAREHOUSE VALIDATION. Conducts research, checks adjacent location, checks locator listing and notifies supervisor, verifies shortage, and annotates issue or shipment document.

A4A.40. PERFORMS FACILITIES MAINTENANCE. Paints facility, maintains bin, performs construction, and performs housekeeping.

A4A.41. PERFORMS MATERIEL HANDLING EQUIPMENT (MHE) MAINTENANCE.

A4A.42. PERFORMS OUTSIDE PROPERTY MAINTENANCE. Performs corrosion control, drum storage, and tarp maintenance. Clears bin, initiates new bin label, and installs new bin label.

A4A.43. PROVIDES COURTESY STORAGE. Moves property to location, moves property from location, provides escort, and provides technical assistance to identify property.

A4A.44. PERFORMS WEEKLY WALK-THROUGH INVENTORY. Prepares for inventory, completes bench stock inventory, forwards HHT to remote processing site (RPS).

A4A.45. PERFORMS CALL-IN REQUEST. Receives routine or urgent call-in request. Inputs request into HHT/terminal. Takes HHT to RPS for processing. Hand carries urgent request to Storage and Issue, and hand carries property to Pick Up and Delivery and returns.

A4A.46. PERFORMS MONTHLY CYCLE INVENTORY. Schedules and prepares for inventory and performs bin maintenance.

A4A.47. PROCESSES COMPUTER OUTPUT. Receives and processes computer output from RPS. Processes reject notice and processes substitute.

A4A.48. PERFORMS PROPERTY ISSUE. Receives and loads property and travels to bulk outside and hazardous storage area. Loads property on vehicle. Delivers property and processes organization refusal.

A4A.49. MAINTAINS MANAGEMENT LISTING. Receives, reviews, maintains, processes, researches, and annotates.

A4A.50. MANAGES MINIMUM RESERVE AUTHORIZATION (MRA)/MAXIMUM AUTHORIZED QUANTITY (MAQ). Reviews request and establishes requirement.

A4A.51. ESTABLISHES NEW ACCOUNT. Verifies list, checks consumption, coordinates with records maintenance to have organization and shop code loaded, and inputs 2bs loads into remote terminal or takes to RPS.

A4A.52. PERFORMS PERIODIC VISIT TO ORGANIZATION BENCH STOCK LOCATION.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS									
Inventory Mgt Craftsman	2S071	MSG	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	TSG	1	1	1	1	2	2	2	2	2
Inventory Mgt Journeyman	2S051	SSG	2	3	3	3	3	3	4	4	4
Inventory Mgt Journeyman	2S051	SRA	3	3	3	4	4	4	4	5	6
Inventory Mgt Apprentice	2S031	A1C	4	4	5	5	5	6	6	6	6
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			13	14	15	16	17	18	19	20	21
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS							1	1	1
Inventory Mgt Craftsman	2S071	MSG	1	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	TSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Journeyman	2S051	SSG	5	5	5	5	5	5	5	6	6
Inventory Mgt Journeyman	2S051	SRA	6	6	7	7	8	8	8	8	9
Inventory Mgt Apprentice	2S031	A1C	6	6	6	7	7	7	7	7	7
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			22	23	24	25	26	27	28	29	30

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	3	3	3	4	4	4	4	4	4
Inventory Mgt Journeyman	2S051	SSG	7	7	7	7	7	7	7	8	8
Inventory Mgt Journeyman	2S051	SRA	9	9	10	10	10	10	11	11	11
Inventory Mgt Apprentice	2S031	A1C	7	8	8	8	9	9	9	9	10
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			31	32	33	34	35	36	37	38	39
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	4	4	4	4	4	5	5	5	5
Inventory Mgt Journeyman	2S051	SSG	9	9	9	9	10	10	10	10	11
Inventory Mgt Journeyman	2S051	SRA	11	12	12	13	13	13	14	14	14
Inventory Mgt Apprentice	2S031	A1C	10	10	11	11	11	11	11	12	12
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			40	41	42	43	44	45	46	47	48

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	4	4	4	4	4	4	4	4
Inventory Mgt Craftsman	2S071	TSG	5	5	5	5	5	6	6	6	6
Inventory Mgt Journeyman	2S051	SSG	11	11	11	11	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SRA	14	14	15	15	15	15	16	17	17
Inventory Mgt Apprentice	2S031	A1C	12	12	12	13	13	13	13	13	13
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									1
TOTAL			49	50	51	52	53	54	55	56	57
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	4	4	4	4	5	5	5	5	5
Inventory Mgt Craftsman	2S071	TSG	6	6	6	6	6	7	7	7	7
Inventory Mgt Journeyman	2S051	SSG	13	13	13	14	14	14	14	14	15
Inventory Mgt Journeyman	2S051	SRA	17	18	18	18	18	18	19	19	19
Inventory Mgt Apprentice	2S031	A1C	13	13	14	14	14	14	14	15	15
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			58	59	60	61	62	63	64	65	66

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	2	2
Inventory Mgt Craftsman	2S071	MSG	5	5	5	5	5	5	6	6	6
Inventory Mgt Craftsman	2S071	TSG	7	7	7	7	8	8	8	8	8
Inventory Mgt Journeyman	2S051	SSG	15	15	15	16	16	16	16	16	16
Inventory Mgt Journeyman	2S051	SRA	20	21	21	21	21	22	22	22	22
Inventory Mgt Apprentice	2S031	A1C	15	15	16	16	16	16	16	16	17
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			67	68	69	70	71	72	73	74	75
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	6	6	6	6	6	6
Inventory Mgt Craftsman	2S071	TSG	8	8	8	8	8	9	9	9	9
Inventory Mgt Journeyman	2S051	SSG	17	17	17	17	18	18	18	18	19
Inventory Mgt Journeyman	2S051	SRA	22	23	23	24	24	24	24	25	25
Inventory Mgt Apprentice	2S031	A1C	17	17	18	18	18	18	19	19	19
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			76	77	78	79	80	81	82	83	84

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	7	7	7	7	7	7
Inventory Mgt Craftsman	2S071	TSG	9	9	9	9	9	10	10	10	10
Inventory Mgt Journeyman	2S051	SSG	19	19	20	20	20	20	20	21	21
Inventory Mgt Journeyman	2S051	SRA	25	26	26	26	27	27	27	27	28
Inventory Mgt Apprentice	2S031	A1C	20	20	20	20	20	20	21	21	21
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			85	86	87	88	89	90	91	92	93
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	7	7	7	7	7	7	7	7	8
Inventory Mgt Craftsman	2S071	TSG	10	10	10	10	11	11	11	11	11
Inventory Mgt Journeyman	2S051	SSG	21	21	22	22	22	23	23	23	23
Inventory Mgt Journeyman	2S051	SRA	28	28	28	29	29	29	29	30	30
Inventory Mgt Apprentice	2S031	A1C	22	22	22	22	22	22	23	23	23
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	2	2	2	2	2	2	2	2
TOTAL			94	95	96	97	98	99	100	101	102

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	8	8	8	8	8	8	8	8	9
Inventory Mgt Craftsman	2S071	TSG	11	11	11	12	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SSG	24	24	24	24	24	25	25	25	25
Inventory Mgt Journeyman	2S051	SRA	30	31	31	31	31	31	32	32	32
Inventory Mgt Apprentice	2S031	A1C	23	23	24	24	25	25	25	26	26
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			103	104	105	106	107	108	109	110	111
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	9	9	9	9	9
Inventory Mgt Craftsman	2S071	TSG	12	12	12	13	13	13	13	13	13
Inventory Mgt Journeyman	2S051	SSG	25	26	26	26	26	27	27	27	28
Inventory Mgt Journeyman	2S051	SRA	33	33	33	33	34	34	34	35	35
Inventory Mgt Apprentice	2S031	A1C	26	26	27	27	27	27	28	28	28
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			112	113	114	115	116	117	118	119	120

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	13	13	13	13	13	14	14	14	14
Inventory Mgt Journeyman	2S051	SSG	28	28	28	29	29	29	29	29	30
Inventory Mgt Journeyman	2S051	SRA	35	36	36	36	36	36	37	37	37
Inventory Mgt Apprentice	2S031	A1C	28	28	29	29	29	29	29	30	30
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			121	122	123	124	125	126	127	128	129
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	10	10	10	10	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	14	14	14	14	15	15	15	15	15
Inventory Mgt Journeyman	2S051	SSG	30	30	30	31	31	31	31	31	32
Inventory Mgt Journeyman	2S051	SRA	38	39	39	39	39	39	40	40	40
Inventory Mgt Apprentice	2S031	A1C	30	30	31	31	31	31	31	32	32
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			130	131	132	133	134	135	136	137	138

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Storage and Distribution/41B1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	11	11	11	11	11	11	11	11	11
Inventory Mgt Craftsman	2S071	TSG	15	15	15	15	15	16	16	16	16
Inventory Mgt Journeyman	2S051	SSG	32	32	32	33	33	33	33	34	34
Inventory Mgt Journeyman	2S051	SRA	40	41	41	41	42	42	42	42	43
Inventory Mgt Apprentice	2S031	A1C	32	32	33	33	33	33	34	34	34
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			139	140	141	142	143	144	145	146	147
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	11	11	11	12	12	12	12	12	12
Inventory Mgt Craftsman	2S071	TSG	16	16	16	16	16	17	17	17	17
Inventory Mgt Journeyman	2S051	SSG	34	34	35	35	35	35	35	36	36
Inventory Mgt Journeyman	2S051	SRA	44	44	44	44	45	45	45	45	46
Inventory Mgt Apprentice	2S031	A1C	34	35	35	35	35	35	36	36	36
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			148	149	150	151	152	153	154	155	156

PROCESS ANALYSIS SUMMARY**MATERIEL STORAGE AND DISTRIBUTION**

PROCESS TITLE	PROCESS TIME (MAN-HOURS)	PROJECTED WORKLOAD	FRACTIONAL MANPOWER (F=FIXED)
Property Unloading (Excludes Turn-in and Local Purchase)	0.645	129.31	0.519
Processes Receipt	0.322	2694.97	5.400
Processes Local Purchase Property (Includes Walk-through)	0.562	363.43	1.271
Receives or Obtains Property	0.460	798.61	2.286
Pick Up and Delivers Material on Base	0.909	778.00	4.401
Supplies and Equipment Storage and Handling	0.205	2019.20	2.575
Pulls Property From Storage	0.154	7039.00	6.746
Performs Receipt Inspection	0.206	1319.00	1.692
Performs Inspection on Property in Storage	0.084	1278.00	0.668
Performs Shipment/ TRM/A5J/Off Base Issues Inspection	0.083	1059.00	0.547
Inspects Maintenance Functional Check Item	16.030		0.100 (F)
Facilities Maintenance	134.500		0.837 (F)
Performs Materiel Handling Equipment (MHE) Maintenance	20.910		0.130 (F)
Vehicle Control Operations	87.310		0.543 (F)
Turn-in Property	0.256	868.00	1.383

(Supplies and Equipment)

Performs Turn-in Inspection	0.234	1099.49	1.601
Warehouse Validation	51.544	2.59	0.832
Inventory	6.550		0.041 (F)
Property Re-warehousing	78.160		0.486
Management Listing Receives Researches Annotates Processes Listing	44.860		0.279 (F)
Management Listing Maintenance (MS&D)	401.290		2.497 (F)
Management Listing Maintenance (Receiving)	161.30		1.004 (F)
Warehouse Refusal	57.440		0.357 (F)
Report of Discrepancy (ROD)	0.783	23.00	0.113
Post-Post Operation	0.181	335.60	0.378
Delinquent Document Listing	45.210		0.281 (F)
Outside Property Maintenance	19.940		0.124 (F)
Bin Label Maintenance	0.097	169.00	0.097
Storage and Issue Terminal Operation	0.028	7498.00	1.306
Organization Refusal	36.440		0.227 (F)
Schedules and Maintains Surveillances Program	38.730		0.241 (F)
Reverse Post	14.600		0.091 (F)
Stores Repairable Item	0.301	107.00	0.200

Removes Repairable Item	0.249	158.00	0.245
Inspects Found-on-Base (FOB) Property	7.260		0.044 (F)
Management	312.700		2.000 (F)
Administration	160.700		1.000 (F)
Pick up and Delivery Items Off Base	2.128	20.16	0.267
Communication Electronic Scheme Storage and Handling	9.070		0.056 (F)
DLA/GSA Air Force Depot Contract Administration	31.090		0.193 (F)
Schedules and Maintains Precious Metals Program	3.420		0.021 (F)
Scrap Property Disposal	12.840		0.080 (F)
Courtesy Storage	2.720		0.017 (F)
New Account Establishment	5.130		0.032 (F)
Minimum Reserve Authorization (MRA)/ Maximum Authorized Quantity (MAQ)	20.910		0.130 (F)
Management Listing	66.320		0.413 (F)
Property Issue	0.110	1408.31	0.964
Computer Output Processing	0.100	53.00	0.033
Call-in Request	0.263	60.00	0.098
Monthly Cycle Inventory	22.800		0.142 (F)

Performs Periodic Visit to Organization Bench Stock Location	8.080	0.050 (F)
Weekly Walk-through Inventory	61.32	<u>0.382</u> (F)
TOTAL FRACTIONAL MANPOWER		45.424

NOTE: Processes are listed in order of priority.

MATERIEL MANAGEMENT (41C1)

This standard was developed for the Objective Wing, Supply Materiel Management Flight. This function is responsible to the Chief of Supply for the effective and efficient management of all items in the base supply account (FB) and base equipment management account (FE). This standard provides the manpower needed to support an objective wing Materiel Management Flight in AMC, ACC, USAFE, PACAF, AFSPC, AFSOC, and AETC bases during peacetime. It does not apply to satellite operations, the Air National Guard, the Air Force Reserve, locations with Air Logistics Centers, and locations that are undergoing A-76 cost comparison studies or locations that have completed cost comparisons. Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not included in this AFMS.

A5.1. Flight Responsibility Statement. The Materiel Management Flight is responsible for the following activities:

A5.1.1. Flight Management. Responsible for overall management and supervision of subordinate elements within Materiel Management.

A5.1.2. Stock Control Section. Responsible to the Materiel Management Officer (MMO) on the status and trends in stock control. Processes adjusted stock levels, excesses, shipment processing, reject management, and C-Factor Program Management. Processes requisitions, rejects, and cancellations.

A5.1.3. Equipment Management Section. Manages all equipment items. Processes Equipment Action Requests. Prepares allowance and authorization change requests. Maintains listings, customer account folders, and provides customer assistance as required.

A5.1.4. Retail Sales Section. Responsible for the direct sale or issue of individual equipment, tools, and expendable supplies to satisfy customer needs.

A5.1.5. Mobility Section. Builds, maintains, and issues mobility bags. Maintains, inspects, inventories, and provides weapons security.

★**A5.2. Core Composition.** This AFMS was developed for a Materiel Management Flight to support an objective wing having a population of 3055 authorizations and a Primary Authorized Aircraft (PAI) equivalent of 42.

A5.2.1. Core Requirement. 33

A5.2.2. Core Range. 13 - 156

★**A5.2.3. Programming Factor.** Population and PAI

A5.3. Standard Data:

A5.3.1. Approval Date. July 1993

A5.3.2. Manpower Data Source. Workshop Measurement.

A5.3.3. Manpower Equation. See Supply Squadron AFMS.

A5.3.4. Workload Factor. See Supply Squadron AFMS.

★**A5.3.5. Points of Contact:**

A5.3.5.1. AFCQMI Representative. Mr. Marc Fraser, AFCQMI/MQAB

A5.3.5.2. Functional Representative. CMSgt Johnston, AF/LGSP

A5.4. Application Instructions. See Supply Squadron AFMS.

A5.5. Statement of Conditions. This flight's normal hours of operations are 8 hours a day, 5 days a week. No environmental or physiological factors were identified that had a manpower impact on this flight.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

MATERIEL MANAGEMENT

A5A.1. PERFORMS FLIGHT MANAGEMENT. Supervises flight personnel and provides flight administration.

A5A.2. PERFORMS STOCK CONTROL SUPERVISION. Supervises element personnel and provides element administration.

A5A.3. CONTROLS REQUIREMENTS. Processes and validates adjusted stock level requirements. Processes direct and nondirect shipment requests. Processes shipment for excess property to DRMO. Performs requirements control on base supply stock through management of fund requirement card (FRC) images and exception code control (ECC) cards. Performs problem item analysis. Manages MDR/QDR report program. Manages the CEER program for excess property. Performs reverse post, delinquent document, and reject management. Manages the Stock C-FACTOR program. Validates COCESS, GOCESS, or CEMAS requirements.

A5A.4. PROCESSES REQUISITIONS. Processes off-line and AOE/AO5 requisitions. Processes local manufacture and local purchase requests. Processes 350 management notices and budget code Z requests. Processes due-in status from sources of supply. Processes exception code requirements. Develops supply assistance, supply difficulty, and lateral support requests. Prepares supply products and reports. Processes stock management notices and rejects. Processes property withdrawal requests from DRMO. Processes reports of discrepancy (ROD). Processes special requirements indicators. Processes MILSTAMP tracer action report. Processes reverse post, delinquent document, and reject actions. Processes follow-up actions on customer due-outs and base due-ins. Processes priority upgrade actions.

A5A.5. PERFORMS EQUIPMENT MANAGEMENT:

A5A.5.1. PROCESSES EQUIPMENT REQUESTS. Researches and validates requests against tables of allowance. Processes organizational issue requests. Processes command-directed equipment actions. Processes organizational turn-ins and coordinates property pickup.

A5A.5.2. MAINTAINS EQUIPMENT ACCOUNTS. Maintains custody receipt folders for each base organization. Maintains suspense files for higher than base-level approval requests. Provides account custodian assistance and clears departing custodians. Maintains CA/CRLs and labels for account changes. Processes new CA/CRLs and labels for account changes. Maintains USAF equipment data bank integrity. Processes equipment transaction reporting system transactions. Manages ordinance commodity management program. Maintains special purpose recoverables authorized maintenance (SPRAM) equipment accounts. Manages base chemical warfare defense equipment. Manages base war plan additive authorization requirements. Maintains special purpose recoverables authorized maintenance (SPRAM) equipment accounts. Manages base chemical warfare defense equipment. Manages base war plan additive authorization requirements.

A5A.6. MANAGES RETAIL SALES. Supervises element personnel and provides administration.

A5A.7. MANAGES BASE SERVICE STORE:

A5A.7.1. STOCKS SHELVES AND ISSUES SUPPLY ITEMS. Processes bulk receipts. Handscribes bin labels for reserve locations. Processes unit issue/unit price change requests and output notices. Processes stock number changes. Performs complete warehouse validation. Processes accumulated issue transactions. Processes bench stock items. Processes issue exception code. Clears rejects. Reviews delinquent documents. Maintains customer authorization file. Backorders out-of-stock items or newly requested items. Prepares issue request. Validates due-out release. Notifies customer. Exchanges warranted tools. Processes condition change card. Contacts vendor. Exchanges broken tool with contractor. Processes turn-ins.

A5A.7.2. STOCKS SHELVES AND ISSUES EQUIPMENT ITEMS. Processes bulk receipts. Maintains sensitive or controlled items. Obtains/replenishes automated or manually created issue card. Handscribes bin label for reserve locations. Processes unit issue/price change request and output notice. Processes stock number changes. Performs complete warehouse validation. Checks identification. Establishes personal clothing and equipment record. Issues organizational equipment. Processes new bench stock items. Processes warehouse refusal. Reviews issue exception

codes. Clears rejects. Adjusts stock levels. Maintains files. Backorders out-of-stock items or newly requested items. Validates due-out releases. Notifies customer. Processes turn-ins, serviceable items, reparable or condemned items, separating personnel, AF Form 538 (Personal Clothing and Equipment Record), and clothing/equipment for DRMO.

A5A.8. MAINTAINS MOBILITY EQUIPMENT:

A5A.8.1. BUILDS AND MAINTAINS MOBILITY BAGS. Builds type A, B, C, and C1 mobility bags. Manages training equipment. Issues mobility bags. Recovers from exercise or deployment. Performs mobility bag travel.

A5A.8.2. MAINTAINS WEAPONS. Inspects weapons shipment. Inventories and inspects weapons. Prepares deployment weapon package. Provides weapon security. Performs weapon travel.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS									
Inventory Mgt Craftsman	2S071	MSG	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	TSG	1	1	1	1	2	2	2	2	2
Inventory Mgt Journeyman	2S051	SSG	2	3	3	3	3	3	4	5	5
Inventory Mgt Journeyman	2S051	SRA	3	3	3	4	4	5	5	5	5
Inventory Mgt Apprentice	2S031	A1C	4	4	5	5	5	5	5	5	6
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			13	14	15	16	17	18	19	20	21
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS							1	1	1
Inventory Mgt Craftsman	2S071	MSG	1	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	TSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Journeyman	2S051	SSG	5	5	5	5	5	5	5	6	6
Inventory Mgt Journeyman	2S051	SRA	6	6	7	7	8	8	8	8	9
Inventory Mgt Apprentice	2S031	A1C	6	6	6	7	7	7	7	7	7
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			22	23	24	25	26	27	28	29	30

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	3	3	3	4	4	4	4	4	4
Inventory Mgt Journeyman	2S051	SSG	7	7	7	7	7	7	7	8	8
Inventory Mgt Journeyman	2S051	SRA	9	9	10	10	10	10	11	11	11
Inventory Mgt Apprentice	2S031	A1C	7	8	8	8	9	9	9	9	10
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			31	32	33	34	35	36	37	38	39
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	4	4	4	4	4	5	5	5	5
Inventory Mgt Journeyman	2S051	SSG	9	9	9	9	10	10	10	10	11
Inventory Mgt Journeyman	2S051	SRA	11	12	12	13	13	13	14	14	14
Inventory Mgt Apprentice	2S031	A1C	10	10	11	11	11	11	11	12	12
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			40	41	42	43	44	45	46	47	48

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	4	4	4	4	4	4	4	4
Inventory Mgt Craftsman	2S071	TSG	5	5	5	5	5	6	6	6	6
Inventory Mgt Journeyman	2S051	SSG	11	11	11	11	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SRA	14	14	15	15	15	15	16	17	17
Inventory Mgt Apprentice	2S031	A1C	12	12	12	13	13	13	13	13	13
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									1
TOTAL			49	50	51	52	53	54	55	56	57
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	4	4	4	4	5	5	5	5	5
Inventory Mgt Craftsman	2S071	TSG	6	6	6	6	6	7	7	7	7
Inventory Mgt Journeyman	2S051	SSG	13	13	13	14	14	14	14	14	15
Inventory Mgt Journeyman	2S051	SRA	17	18	18	18	18	18	19	19	19
Inventory Mgt Apprentice	2S031	A1C	13	13	14	14	14	14	14	15	15
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			58	59	60	61	62	63	64	65	66

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	2	2
Inventory Mgt Craftsman	2S071	MSG	5	5	5	5	5	5	6	6	6
Inventory Mgt Craftsman	2S071	TSG	7	7	7	7	8	8	8	8	8
Inventory Mgt Journeyman	2S051	SSG	15	15	15	16	16	16	16	16	16
Inventory Mgt Journeyman	2S051	SRA	20	21	21	21	21	22	22	22	22
Inventory Mgt Apprentice	2S031	A1C	15	15	16	16	16	16	16	16	17
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			67	68	69	70	71	72	73	74	75
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	6	6	6	6	6	6
Inventory Mgt Craftsman	2S071	TSG	8	8	8	8	8	9	9	9	9
Inventory Mgt Journeyman	2S051	SSG	17	17	17	17	18	18	18	18	19
Inventory Mgt Journeyman	2S051	SRA	22	23	23	24	24	24	24	25	25
Inventory Mgt Apprentice	2S031	A1C	17	17	18	18	18	18	19	19	19
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			76	77	78	79	80	81	82	83	84

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	7	7	7	7	7	7
Inventory Mgt Craftsman	2S071	TSG	9	9	9	9	9	10	10	10	10
Inventory Mgt Journeyman	2S051	SSG	19	19	20	20	20	20	20	21	21
Inventory Mgt Journeyman	2S051	SRA	25	26	26	26	27	27	27	27	28
Inventory Mgt Apprentice	2S031	A1C	20	20	20	20	20	20	21	21	21
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			85	86	87	88	89	90	91	92	93
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	7	7	7	7	7	7	7	7	8
Inventory Mgt Craftsman	2S071	TSG	10	10	10	10	11	11	11	11	11
Inventory Mgt Journeyman	2S051	SSG	21	21	22	22	22	23	23	23	23
Inventory Mgt Journeyman	2S051	SRA	28	28	28	29	29	29	29	30	30
Inventory Mgt Apprentice	2S031	A1C	22	22	22	22	22	22	23	23	23
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	2	2	2	2	2	2	2	2
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			94	95	96	97	98	99	100	101	102

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	8	8	8	8	8	8	8	8	9
Inventory Mgt Craftsman	2S071	TSG	11	11	11	12	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SSG	24	24	24	24	24	25	25	25	25
Inventory Mgt Journeyman	2S051	SRA	30	31	31	31	31	31	32	32	32
Inventory Mgt Apprentice	2S031	A1C	23	23	24	24	25	25	25	26	26
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			103	104	105	106	107	108	109	110	111
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	9	9	9	9	9
Inventory Mgt Craftsman	2S071	TSG	12	12	12	13	13	13	13	13	13
Inventory Mgt Journeyman	2S051	SSG	25	26	26	26	26	27	27	27	28
Inventory Mgt Journeyman	2S051	SRA	33	33	33	33	34	34	34	35	35
Inventory Mgt Apprentice	2S031	A1C	26	26	27	27	27	27	28	28	28
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			112	113	114	115	116	117	118	119	120

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	13	13	13	13	13	14	14	14	14
Inventory Mgt Journeyman	2S051	SSG	28	28	28	29	29	29	29	29	30
Inventory Mgt Journeyman	2S051	SRA	35	36	36	36	36	36	37	37	37
Inventory Mgt Apprentice	2S031	A1C	28	28	29	29	29	29	29	30	30
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			121	122	123	124	125	126	127	128	129
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	10	10	10	10	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	14	14	14	14	15	15	15	15	15
Inventory Mgt Journeyman	2S051	SSG	30	30	30	31	31	31	31	31	32
Inventory Mgt Journeyman	2S051	SRA	38	39	39	39	39	39	40	40	40
Inventory Mgt Apprentice	2S031	A1C	30	30	31	31	31	31	31	32	32
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			130	131	132	133	134	135	136	137	138

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Materiel Management/41C1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	11	11	11	11	11	11	11	11	11
Inventory Mgt Craftsman	2S071	TSG	15	15	15	15	15	16	16	16	16
Inventory Mgt Journeyman	2S051	SSG	32	32	32	33	33	33	33	34	34
Inventory Mgt Journeyman	2S051	SRA	40	41	41	41	42	42	42	42	43
Inventory Mgt Apprentice	2S031	A1C	32	32	33	33	33	33	34	34	34
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			139	140	141	142	143	144	145	146	147
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S3	CPT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	11	11	11	12	12	12	12	12	12
Inventory Mgt Craftsman	2S071	TSG	16	16	16	16	16	17	17	17	17
Inventory Mgt Journeyman	2S051	SSG	34	34	35	35	35	35	35	36	36
Inventory Mgt Journeyman	2S051	SRA	44	44	44	44	45	45	45	45	46
Inventory Mgt Apprentice	2S031	A1C	34	35	35	35	35	35	36	36	36
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
* Category Two: Convert this position to LT (23S3).											
* Category Three and Four: Convert this position to SRA (2S051).											
TOTAL			148	149	150	151	152	153	154	155	156

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

PROCESS ANALYSIS SUMMARY**MATERIEL MANAGEMENT**

PROCESS TITLE	CORE (MAN-HOURS)	PROJECTED WORKLOAD	FRACTIONAL MANPOWER (F=FIXED)
Builds And Maintains Mobility Bags And Weapons	0.102	5754.00	3.652
Processes Requisitions	0.249	4031.00	6.246
Processes Requests For Equipment Items And Maintains Equipment Accounts	0.1725	4062.00	4.362
Performs Supply Stock Requirements Actions	0.139	4338.00	3.752
Issues Individual Equipment Items	1.167	551	4.001
Processes Base Service Store Requests	0.325	2649.00	5.357
Manages Flight	482.10		3.000 (F)
Supervises Stock Control Section Personnel	160.70		1.000 (F)
Supervises Retail Sales Section Personnel	160.70		<u>1.000</u> (F)
TOTAL FRACTIONAL MANPOWER			32.370

NOTE: The above processes are listed in priority order..

COMBAT OPERATIONS SUPPORT (41E1)

This standard was developed for the Objective Wing, Combat Operations Support Flight. This function is responsible for providing Demand Processing, Supply Repair Cycle Support, Supply Mission Support, War Readiness and Supply Operations Support. This standard provides the core manpower needed to support an objective wing Combat Operations Support Flight in AMC, ACC, USAFE, PACAF, AFSPC, AFSOC, and AETC bases during peacetime. It does not apply to satellite operations, the Air National Guard, the Air Force Reserve, or locations with Air Logistics Centers. This standard does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not included in the AFMS.

A6.1. Responsibility Statement. Combat Operations Support Flight is responsible for the following activities:

A6.1.1. Supply Operations Support. Encompasses Demand Processing, Storage and Issue, Mission Support, Repair Cycle Support, War Readiness, and Bench Stock Support functions.

A6.1.2. Demand Processing. Responsible to the Operations Support Officer for the effective and efficient operations of the Demand Processing, Research, and Records Maintenance Units. The Demand Processing Unit acts as the primary point for submissions of request for issue of items of supply to include quality control of requests prepared or processed. The Supply Records Maintenance Unit is responsible for all activities related to the maintenance of internal computer records, including files maintenance of basic and support records. The Supply Research Unit maintains a research file of stock lists and supply publications, including Air Force, Defense Logistics Agency (DLA), General Services Administration (GSA), and other services' supply publications as required to support base assigned and logistically supported equipment. Initiates research on all supply documents which require item identification.

A6.1.3. Supply Repair Cycle. Responsible for efficient and effective operation of supply points.

A6.1.4. Supply Mission Support. Responsible for controlling and requisitioning all Mission Capable (MICAP) requirements and MICAP reporting.

A6.1.5. War Readiness. Responsible for receipt, storage and issue of WRSK/Base Level Self-sufficiency Spares (BLSS)/Mission Support Kit (MSK) items.

A6.1.6. Decentralized Supply Operations Support. Encompasses Demand Processing, Material Storage, After Hour Support and other Supply Support Functions. Provides Supply support to Aircraft, Missile, Communications and related maintenance activities. (Decentralized at MAJCOM option.)

★**A6.2. Core Composition.** This AFMS was developed for a Combat Operations Support Flight to support an objective wing having a population of 3055 authorizations and a Primary Aircraft Inventory (PAI) equivalent of 42.

A6.2.1. Core Requirement. 61

A6.2.2. Core Range. 13 - 156

★**A6.2.3. Programming Factors.** Population and PAI

A6.3. Standard Data:

A6.3.1. Approval Date. July 1993

A6.3.2. Manpower Data Source. Workshop Measurement

A6.3.3. Manpower Equation. See Supply Squadron AFMS.

A6.3.4. **Workload Factors.** See Supply Squadron AFMS.

★A6.3.5. **Points of Contact:**

A6.3.5.1 **AFCQMI Representative.** Mr. Marc Fraser, AFCQMI/MQAB

A6.3.5.2. **Functional Representative.** CMSgt Johnston, AF/LGSP

A6.4. Application Instructions. See Supply Squadron AFMS.

A6.5. Statement of Conditions. This flight's normal hours of operations are 24 hours a day, 7 days a week. No environmental or physiological factors were identified that had a manpower impact on this flight.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**COMBAT OPERATIONS SUPPORT (41E1)**

A6A.1. PROVIDES MANAGEMENT. Manages branch activity, administers personnel, manages personnel, drafts communication, reviews incoming communication, reviews outgoing communication, reviews report and statistical data, manages branch reject program, manages delinquent document program, develops budget estimate for branch, investigates accident or incident on branch personnel, receives and assists visiting official, conducts or attends meeting, develops branch instruction, and validates user-id listing.

A6A.2. PROVIDES ADMINISTRATION SUPPORT. Types communication, processes incoming distribution for the branch, processes outgoing distribution for the branch, maintains unclassified correspondence and publication files for the branch, requisitions and maintains stock or blank forms, maintains wall chart and bulletin board, answers inquiry, refers inquiry, and operates copy machine and collates copies.

A6A.3. PROVIDES DEMAND PROCESSING MANAGEMENT. Administers and supervises personnel, inspects facility, reviews manpower requirement, reviews report and statistical data, develops directive, and implements change.

A6A.4. PROVIDES DEMAND PROCESSING ADMINISTRATION SUPPORT. Drafts communication, processes incoming and outgoing distribution, maintains unclassified correspondence and publication files, maintains stock or blank forms, maintains wall chart or bulletin board, and answers and refers inquiry.

A6A.5. PROCESSES CUSTOMER REQUEST:

A6A.5.1. PROCESS ROUTINE REQUEST. Processes routine request on-line and routine request off-line (post-post).

A6A.5.2. PROCESSES EXPEDITE REQUEST. Processes expedite request on-line and expedite request off-line (post-post).

A6A.5.3. EXECUTES POST-POST RECOVERY PROCEDURE. Executes short term - Phase I and Phase II recovery procedures (less than 24 hours), and executes long term - Phase III and Phase IV recovery procedures (over 24 hours).

A6A.6. PERFORMS ITEM RECORD MAINTENANCE:

A6A.6.1. MAINTAINS ITEM RECORD. Prepares "FIC/FCU/FID/ISC/2SC/1AP request, receives "FIL"/"FNL" request, inputs "FIL/FNL/FIC/FCU/FID/ISC" request, and reviews computer output.

A6A.6.2. LOADS SUPPORT RECORD. Loads/changes/deletes national supply class/material management code (NSC/MMC) record, loads/changes/deletes routing identifier record (FRI), loads/changes/deletes organization record (FOR), loads/changes/deletes shipping destination record, loads/deletes/standard reporting designator record (SRD), loads exception phrase record, processes reparable item movement control data, loads/changes/deletes application code, changes "type cargo" phrase code, and updates repair cycle record "FRR."

A6A.6.3. MONITORS FREEZE CODE OTHER THAN C&I FREEZE CODE ASSIGNED TO INVENTORY. Receives freeze notice, screens freeze code listing, and directs/removes freeze code.

A6A.6.4. MAINTAINS STOCK NUMBER USERS DIRECTORY (M14) AND DAILY DOCUMENT REGISTER (D04). Receives M14, receives D04, and checks suspense.

A6A.6.5. RECEIVES AND MAINTAINS OTHER LISTING. Receives list, checks stock list, and posts listings.

A6A.6.6. PREPARES REFERENCE CONTROL LOG (AF FORM 86), REQUEST FOR CATALOGING DATA OR ACTION. Receives management notice, performs research, prepares short or long AF Form 86, submits BZA/BZE, submits AF Form 86, receives response, submits card follow-up, submits message follow-up, and accomplishes reconciliation.

A6A.7. MAINTAINS STOCK NUMBER USERS DIRECTORY (SNUD):

A6A.7.1. UPDATES SNUD. Receives and reviews DO4 for error, makes necessary corrections, and updates SNUD.

A6A.7.2. PROCESSES CATALOG MANAGEMENT DATA (CMD) CARD. Receives cards from AFLC (either by AUTODIN or mail), sorts by document identifier or stock number sequence, hand carries cards to Computer Operations.

A6A.7.3. PROCESSES "BVN" (STOCK NUMBER VALID, NO STOCK CONTROL DATA). Files suspense card and processes BVA.

A6A.7.4. PROCESSES "BDS/BVS" (INTERCHANGEABILITY AND SUBSTITUTION GROUP CARD D097, 404 REPLIES). Loads locally determined interchangeable and substitute group, receives XXR (AFLC response to XXX's) card, receives DD Form 1348-1, (BVS/BVSX) notice, receives DD Form 1348-1 (FISL/FISD), receives letter, processes the D097 update program (404), and processes program 403 ISG cleanup.

A6A.7.5. PROCESSES "BDR/BV8" (REPARABLE ITEM MOVEMENT CONTROL) CARD. Prepares action card, and prepares data for 80/80 listing.

A6A.7.6. DISTRIBUTES "DZE" ASSET STATUS/TRANSACTION EXCESS REPORT REQUEST) OUTPUT. Receives output management notice and reprocesses.

A6A.7.7. PROCESSES BV4" (STOCK CONTROL DATA CURRENT) CARD. Receives listing and corrects discrepancy.

A6A.7.8. PROCESSES BV9 (REPLACING STOCK NUMBER DATA). Researches supply catalog, and prepares input.

A6A.7.9. PROCESSES BDT/BVT (TRANSPORTATION DATA CARD/TRANSPORTATION DATA LOAD/CHANGE/DELETE). Takes action to load, change, or delete transportation data on all item records with a stock number equal to the input.

A6A.7.10. PROCESSES BVDXX (DEFENSE LOGISTICS SUPPLY CENTER) CARD. Processes BVD01 (submitted NSC differs), BVD02 (Cancel/Replace by), BVD03 (Canc no Repl), BVD04 (matches AF used NSN), BVD05 (matched DLA used NSN), BVD06 (matched non-AF used NSN), BVD07 (delete NSN), BVD08 (controlled item), BVD09 (cancel see repl NSNs), BVD10 (matches no IMM in DLSC), BVD11 (security item), BVD12 (medical items), and BVD13 (procurement unauthorized use).

A6A.7.11. PROCESSES CMD BMX (STOCKLIST CHANGE) CARD. Inputs cards, and receives output document.

A6A.7.12. ASSIGNS LOCAL ERRC (EXPENDABILITY RECOVERABILITY REPAIRABILITY CATEGORY) CODE. Makes inquiry and prepares FIC, FNL (file maintenance miscellaneous data change), and SNUD interrogation.

A6A.7.13. PROCESSES USAF EQUIPMENT DATA BANK ERROR LISTING (AFLC I008.J81A). Receives Listing, and Processes Listing.

A6A.7.14. PERFORMS ANNUAL RECONCILIATION. Prepares "SNUD." Prepares letter, coordinates with computer operations scheduler, receives reply, and corrects rejects.

A6A.7.15. PROCESSES FISCAL YEAR (FY) DEPARTMENT OF DEFENSE (DOD) ANNUAL PRICE STABILIZATION CHANGE. Receives card deck/tape, and corrects reject.

A6A.7.16. PROCESSES NUMERIC PARTS PREFERENCE CODE LISTING (NPPC). Processes listing for invalid NPPCs, and takes corrective action.

A6A.7.17. SUBMITS BVU (PART NUMBER REQUEST) UPON RECEIPT OF THE MCRL-1.

A6A.8. MAINTAINS REPORTING ORGANIZATION FILE (ROF):

A6A.8.1. MAINTAINS ROF. Receives listing, and corrects error.

A6A.8.2. MAINTAINS REVISED ROF. Verifies and monitors request, and notifies requester.

A6A.9. PERFORMS DATA RESEARCH:

A6A.9.1. PROCESSES ITEM RECORD LOAD (FIL) OR PART NUMBER RECORD LOAD (1AA). Receives item not loaded or part number request, researches master cross reference list (MCRL-1/2/3), researches management data list (ML-C), researches stock number users directory (SNUD), researches Civil Engineering material requirements list (MRL) and/or Civil Engineering acquisition system stock list (CSL), researches management tool, researches off-line file, refers research request, prepares document, and distributes and files document.

A6A.9.2. PERFORMS SUPPORT RESEARCH. Verifies price on possible overcharge, researches cancellation status, performs research to determine interchangeability and substitute (I&S) compatibility to and coordinates findings with customer, processes request from contracting, and researches special problem.

A6A.9.3. PROCESSES REQUEST THROUGH BASE CONTRACTING AUTOMATED SYSTEM (BCAS). Receives and reviews request; performs necessary research; loads data into BCAS computer; prepares AF Form 1991 (General Purpose Creation), and forwards to records maintenance for input into Base Supply 1100 computer system; reviews demand awaiting data listing; and takes appropriate action

A6A.10. PERFORMS LISTING AND FILE MAINTENANCE:

A6A.10.1. MONITORS REJECT AND DELINQUENT DOCUMENT. Reviews listing, monitors reject, takes corrective action, and monitors delinquent document listing.

A6A.10.2. MAINTAINS LISTING. Receives, reviews, posts, updates, and files listing.

A6A.10.3. INITIATES REQUEST. Initiates request for computer product.

A6A.11. PERFORMS DATA MAINTENANCE:

A6A.11.1. MAINTAINS DD FORM 1348-6, DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT, FILE. Prepares item load (FIL), removes forms, and files in inactive file after item record delete (FID) action.

A6A.11.2. PURGES ACTIVE OR INACTIVE STOCK NUMBER FILE. Purges active file, updates file, and purges inactive file.

A6A.11.3. MAINTAINS PUBLICATION. Determines need and requisitions, receives, distributes, files, and updates publication.

A6A.11.4. MAINTAINS TECHNICAL ORDER. Determines need, posts technical order distribution record (AFTO Form 110), and researches information.

A6A.11.5. PERFORMS TECHNICAL ORDER RECONCILIATION. Ensures technical order files are reconciled yearly. Coordinates and resolves discrepancies with customer. Supports organization and Air Logistics Center (ALC).

A6A.11.6. PREPARES AND MAINTAINS QUICK REFERENCE LIST.

A6A.11.7. MAINTAINS MICROFICHE FILE AND/OR COMPACT DISK. Determines need, requisitions, receives, distributes, files, and updates microfiche file. Posts AF Form 764a to Show Status of Requisition and Follows Up as Required. Searches for and extracts specific information from microfiche for other research technician, customer, and subaccount.

A6A.11.8. MAINTAINS FILE OF COMPACT DISK.

A6A.12. PERFORMS ANNUAL STANDARD REPORTING DESIGNATOR VALIDATION.

A6A.13. PROCESSES DUE-IN FROM MAINTENANCE (DIFM):

A6A.13.1. RECEIVES DIFM LISTING. Receives and distributes DIFM listing to appropriate shop.

A6A.13.2. REVIEWS DIFM LISTING. Reviews listing to check status and location of item and coordinates with maintenance.

A6A.13.3. RESEARCHES DISCREPANCY. Researches discrepancy by comparing, correcting, validating DIFM listing, and initiates special inventory request.

A6A.13.4. ANNOTATES STATUS. Annotates status on listing; prepares and inputs status.

A6A.13.5. REVERSE-POSTS DIFM TRANSACTION. Researches transaction history, verifies technical correctness, obtains approval, and inputs reverse-post action and correct transaction.

A6A.13.6. PREPARES FOR DIFM MEETING.

A6A.13.7. ATTENDS DIFM MEETING.

A6A.13.8. RECEIVES AND REVIEWS BASE SUPPLY SURVEILLANCE REPORT (D20). Receives and reviews d20 listing. Researches file for letter or initial issue of XD and XF items. Contacts Demand Processing if a letter is not on file.

A6A.14. PERFORMS AWAITING PART (AWP) DUTIES:

A6A.14.1. RECEIVES AWP AND DAILY DOCUMENT LISTING. RECEIVES AND DISTRIBUTES LISTING TO APPROPRIATE SHOP.

A6A.14.2. CHECKS STATUS AND REPORTS AWP. Reviews management listing, initiates follow-up action; reports AWP, initiates follow-up action; requests cross cannibalization and report AWP.

A6A.14.3. VALIDATES DUE-OUT PROCESSING. Verifies issue request to determine if part or stock number is correct, locates substitute or interchangeable part, maintains file of issue request for each bit and piece ordered by end-item.

A6A.14.4. PERFORMS LATERAL SUPPORT. Checks lists to determine base to contact, contacts base, processes special requisition, inputs, and annotates status.

A6A.14.5. EVACUATES AWP END ITEM. Reviews management listing (D19, GV846) or receives notification that piece is not available for AWP end-item, notifies maintenance, updates file, prepares documentation, cancels back order, receives property, and turns in property.

A6A.14.6. INITIATES SUPPLY ASSISTANCE/DIFFICULTY REQUEST.

A6A.14.7. PREPARES FOR AWP/REPARABLE MEETING.

A6A.14.8. ATTENDS AWP/REPARABLE MEETING.

A6A.15. PERFORMS REPARABLE PROCESSING DUTIES:

A6A.15.1. PICKS UP AND TRANSPORTS PROPERTY. Picks up and receipts for property from designated locations and transports to repair cycle support function.

A6A.15.2. CHECKS IN PROPERTY. Checks in property, safeguards classified assets, and prepares turn-in (TIN).

A6A.15.3. PROCESSES TIN. Inputs via remote, inputs via mainline, and prepares off-line DIFM post-post transaction (SHP, DOR, TIN).

A6A.15.4. PROCESSES PROPERTY. Checks disposition instruction on output documentation, locates property, attaches documentation to property, and places property in designated storage or holding area. Verifies that only authorized personnel receive and sign for classified items.

A6A.15.5. DELIVERS PROPERTY. Loads and delivers property to storage area, Transportation Management Office (TMO), and on-base Defense Reutilization and Marketing Office (DRMO).

A6A.15.6. PROCESSES TURN AROUND. Processes lower half of AFTO Form 350, Repairable Item Processing Tag, from maintenance shop, performs required research, inputs to system, verifies input, and distributes D04.

A6A.16. MAINTAINS TIME COMPLIANCE TECHNICAL ORDER (TCTO) KIT AND TIME CHANGE ITEM REQUIREMENT:

A6A.16.1. MAINTAINS TCTO KIT. Processes requirement, receives kit or part and assemble, issues kit, performs reconciliation, processes excess TCTO kit, processes transferred requirement kit. Maintains warehouse location listing; processes, removes, and replaces part; and prepares turn-in.

A6A.16.2. MAINTAINS TIME CHANGE ITEM (TCI) REQUIREMENT. Processes requirement, reviews priority monitor report, cancels backorder, upgrades/downgrades priority installation date change, and processes asset for turn-in.

A6A.17. PROCESSES SUPPLY POINT:

A6A.17.1. PROCESSES SUPPLY POINT TURN AROUND. Processes lower half of AFTO Form 350, Repairable Item Processing Tag, received from maintenance shop, performs required research, inputs to system, verifies input, distributes and files D04.

A6A.17.2. PROCESSES SUPPLY POINT DOCUMENTATION. Receives issue notification; processes supply point authorization add, change, or delete; maintains supply point listing (Q13); processes supply issue request.

A6A.17.3. PERFORMS QUARTERLY RECONCILIATION. Schedules reconciliation, and performs reconciliation.

A6A.18. PROCESSES MATERIEL DEFICIENCY REPORT/QUALITY DEFICIENCY REPORT (MDR/QDR):

A6A.18.1. RECEIVES MDR/QDR. Receives MDR/QDR exhibit, processes turn-in, makes dfm input, and stores or transports property to storage.

A6A.18.2. PROCESSES INQUIRY AND COORDINATES WITH STOCK CONTROL.

A6A.18.3. PROCESSES SHIPMENT TRM AND MSI. Receives shipping instructions, prepares shipping document, and forwards property.

A6A.19. PERFORMS INVENTORY:

A6A.19.1. PERFORMS WAREHOUSE VALIDATION. Uploads and uses LOGMARS hand-held terminal (HHT) to perform warehouse validation. Compares the bin label and the property in the bin, scans all bin labels, downloads HHT to RPS, resolves error detected, relocates asset to correct errors and arranges property to facilitate count and user downloads and uploads.

A6A.19.2. ISOLATES AREA. Isolates and identifies the area scheduled for inventory.

A6A.19.3. MAINTAINS RECAP SHEET. Records issue and shipment on a recap sheet if property is removed from location under inventory.

A6A.19.4. ACCOMPANIES INVENTORY PERSONNEL. Accompanies inventory personnel during inventory and assists as needed.

A6A.19.5. REQUESTS SPECIAL INVENTORY. Requests special inventory when missing item cannot be located or traced, assists inventory personnel during special inventory, and updates item status upon completion of inventory.

A6A.20. PERFORMS REJECT MANAGEMENT:

A6A.20.1. RECEIVES AND PROCESSES TRANSACTION REJECT.

A6A.20.2. RESEARCHES REJECT. Takes action to correct reject, prepares clear card when required, controls property, and moves property to holding area.

A6A.20.3. DAILY REJECT PROGRAM. Receives and reviews D02 (Daily Reject Listing), researches cause, and takes action.

A6A.21. MAINTAINS DELINQUENT DOCUMENT PROGRAM:

A6A.21.1. REVIEWS LISTING. Reviews the delinquent document listing to determine which documents apply to work center.

A6A.21.2. PERFORMS RESEARCH. Performs research in work area, document control files, and other areas to locate document; annotates listing maintained in work center when document is found; and forwards document to Document Control section.

A6A.21.3. PREPARES FOR DELINQUENT DOCUMENT MEETING.

A6A.21.4. ATTENDS DELINQUENT DOCUMENT MEETING.

A6A.22. PROCESSES BASE INTENSIVE MANAGED ITEM:

A6A.22.1. REVIEWS DIFM AND AWP LISTING. Reviews listing to ensure base intensive is being turned in on a timely basis and coordinates with appropriate maintenance section on overdue item.

A6A.22.2. REVIEWS PROBLEM ITEM LISTING. Requests listing; researches discrepancy by comparing, correcting, and validating; and distributes listing.

A6A.22.3. LOADS OR DELETES ISSUE EXCEPTION CODE (IEX "O"). Receives notification to load or delete an IEX "O" on critical item, notifies maintenance shops, and loads code.

A6A.22.4. COORDINATES WITH MAINTENANCE BASE INTENSIVE ITEM MONITOR.

A6A.22.5. PREPARES FOR MEETING. Schedules and prepares for base intensive item meeting.

A6A.22.6. CONDUCTS MEETING. Conducts base intensive item meeting, prepares documentation, distributes, and files result as required.

A6A.22.7. MAINTAINS EXCEPTION CODE CONTROL (ECC) FILE. Receives notification and prepares or deletes ECC.

A6A.23. PROCESSES LOCAL MANUFACTURE ITEM.**A6A.24. PROCESSES ITEM AVAILABILITY:**

A6A.24.1. RECEIVES AND PROCESSES MISSION CAPABLE (MICAP) NOTIFICATION. Receives MICAP notification via AF Form 2005 (Issue and Turn-in Request), telecon, or management notice. Utilizing MICAP checklist, assures nonavailability of item by calling locations listed on the management notice, Stock Number Directory or other listing.

A6A.24.2. PERFORMS RESEARCH. Researches for interchangeable, substitute, or next higher assembly data to fill requirement.

A6A.24.3. DETERMINES LOCAL REPAIR CAPABILITY OF ITEM.

A6A.24.4. DIRECTS ISSUE OF ASSET. Inputs issue or notifies Demand Processing (DP)/Repair Cycle Support Section (RCSS) to effect issue.

A6A.24.5. PROPERTY RECEIPT. Searches for property and expedites release of property.

A6A.25. PROCESSES PROPERTY REQUISITION:

A6A.25.1. REQUISITIONS ON-LINE. Prepares and reinputs request.

A6A.25.2. REQUISITIONS OFF-LINE. Transmits request, prepares and inputs special requisition (SPR), calls in requisition (AOA) to source of supply, and prepares B9X (Micap Report Card) and transmits.

A6A.25.3. REQUISITIONS LATERAL. Checks stock numbers users directory (SNUD) master base list, calls base, and prepares and processes SPR and AE1.

A6A.25.4. FOLLOWS UP ON REQUISITION. Calls depot, calls Item Manager (IM), calls higher headquarters, calls shipper, inputs AE1/ASX (Supply Status/Shipment Status), prepares supply assistance or difficulty correspondence, and prepares and processes automated follow-up card (AFC).

A6A.25.5. PROCESSES CANCELLATION. Receives, reviews and researches cancellation notice, coordinates action, and takes corrective action.

A6A.25.6. PROCESSES CANNIBALIZATION (CANN). Receives information from maintenance and enters information, and prepares and processes the CANN.

A6A.25.7. UPDATES RECORD. Updates MICAP record and calls maintenance.

A6A.26. PROVIDES LATERAL SUPPORT:

A6A.26.1. PROVIDES IN-LINE SUPPORT. Receives call, records data, and runs inquiry, confirms balance, informs requester of balance and obtains shipping data, inputs shipment (SHP) via remote and enters in MICAP log.

A6A.26.2. PROVIDES OFF-LINE SUPPORT. Receives call and records information, checks stock number directory, confirms item availability, informs requester of balance and obtains shipping data, and prepares and forwards document.

A6A.27. PROCESSES REJECTS:

A6A.27.1. RECEIVES AND REVIEWS REJECT NOTICE.

A6A.27.2. RESEARCHES RECORD. RESEARCHES RECORDS FOR INFORMATION PERTAINING TO THE REJECT.

A6A.27.3. PREPARES AND INPUTS CORRECTED TRANSACTION.

A6A.28. REVIEWS REPORTS:

A6A.28.1. CHECKS AND UPDATES R49 (MICAP STATUS REPORT)/MICAP ASSET SOURCING SYSTEM (MASS). Checks R49/MASS Product against current MICAP information and updates data base.

A6A.28.2. REVIEWS D18 (PRIORITY MONITOR REPORT). Reviews report, researches discrepancy, and corrects data base.

A6A.28.3. RECEIVES AND REVIEWS D18 (DAILY REJECT LISTING). Researches cause and takes action.

A6A.28.4. REVIEWS DELINQUENT DOCUMENT LISTING. Receives listing, performs research and searches for document, and annotates listing.

A6A.28.5. PERFORMS MICAP ANALYSIS. Determines reason for micap incident and coordinates with other sections to eliminate the current problem to preclude future occurrence.

A6A.29. ARRANGES SPECIAL TRANSPORTATION:

A6A.29.1. ARRANGES SPECIAL/PRIORITY TRANSPORTATION. Arranges transportation of property by coordinating with agency.

A6A.29.2. Arranges Local Pickup. Arranges local pickup of property by coordinating with agency.

A6A.30. ATTENDS MICAP MEETING:

A6A.30.1. PREPARES FOR MICAP MEETING.

A6A.30.2. ATTENDS MICAP MEETING.

A6A.31. PROCESSES CUSTOMER QUERY. RECEIVES, RESEARCHES, AND ANSWERS QUERY.

A6A.32. PERFORMS WAR RESERVE MATERIEL (WRM) MANAGEMENT:

A6A.32.1. PROCESSES WRM.

A6A.32.1.1. PROCESSES AF FORM 2011, **BASE SUPPLY SPECIAL ADPM WORK REQUEST**. Completes and coordinates with branch on all AF Forms 2011.

A6A.32.1.2. PROCESSES WRM AUTHORIZATION. Ensures command authorization file (D040) is complete; executes S07, base authorization input processor program, to build master WRM authorization file and produce listing; reviews S05, WRSK/BLSS reconciliation listing; processes new load, deletion, and quantity variance; executes S07 scan option to produce listing; certifies and forwards reconciliation to authorizing MAJCOM; processes request; ensures due-out (DUO) is established for asset; processes turn in of asset; and performs annual WRSK/BLSS review.

A6A.32.1.3. STORES AND ISSUES WRM ASSET (UNCLASSIFIED OR CLASSIFIED). Stores and issues BLSS, HPMSK, MSK, Special Spares, WRSK, WTDOS, and War Consumable Distribution Objectives (WCDO).

A6A.32.1.4. RECEIVES WRM ASSET (UNCLASSIFIED OR CLASSIFIED). Receives and inspects asset, and stores asset.

A6A.32.1.5. PROCESSES WCDO AUTHORIZATION (R07). Reviews WCDO authorization, loads/changes/ deletes WCDO detail, and inventories/inspects asset.

A6A.32.1.6. PERFORMS INVENTORY/INSPECTION. Performs quarterly shelf life inspection, performs annual inventory of asset, performs aircraft tire pressure check, performs no warehouse location inventory, performs quarterly functional check, and performs quarterly pallet/net inventory/inspection.

A6A.32.1.7. REWAREHOUSES ASSET.

A6A.32.2. ASSET DEPLOYMENT:

A6A.32.2.1. PREPARES ASSET FOR DEPLOYMENT. Reviews spares deployment (FKD) listing (GV470), inventories kit to be deployed, obtains required asset from lower priority resource, prepares form/listing for deployment of WRM, palletizes kit, maintains accountability, weighs and measures pallet, loads pallet on vehicle, and processes pallet through in-check at marshaling area.

A6A.32.2.2. REVIEWS MAINTENANCE REQUEST TO ESTABLISH A MSK AND DETERMINE NUMBER OF DETAILS REQUIRED.

A6A.32.2.3. RECOVERS ASSET FROM DEPLOYMENT. Returns kit from marshaling area, depalletizes kit, inventories kit, returns asset to storage location, and drafts after action report of deployable Combat Supply System (CSS) performance and forwards to branch.

A6A.32.2.4. CREATES DYNAMETRIC MICROCOMPUTER ANALYSIS SYSTEM (DMAS)DEPLOYMENT WORK SHEET.

A6A.32.3. MANAGEMENT REPORTS AND LISTINGS:

A6A.32.3.1. MAINTAINS AIRBORNE WRSK LISTING (R43).

A6A.32.3.2. MAINTAINS DELINQUENT DOCUMENT LISTING.

A6A.32.3.3. MAINTAINS DUE-OUT VALIDATION LISTING (M30).

A6A.32.3.4. MAINTAINS DAILY REJECT LISTING (GV818).

A6A.32.3.5. MAINTAINS HPMSK LISTING (R21).

A6A.32.3.6. MAINTAINS SPECIAL SPARES LISTING (R34).

A6A.32.3.7. MAINTAINS NON-AIRBORNE WRSK LISTING (R52).

A6A.32.3.8. MAINTAINS WEAPONS TRAINING DETACHMENT OPERATING SPARES (WTDOS) LISTING (R62).

A6A.32.3.9. MAINTAINS BLSS LISTING (R63).

A6A.32.3.10. MAINTAINS WCDO/WRM MUNITIONS LIST (R07).

A6A.32.3.11. MAINTAINS MSK LISTING (R50).

A6A.32.3.12. MAINTAINS PRIORITY MONITOR REPORT (D18).

A6A.32.3.13. MAINTAINS DAILY DOCUMENT REGISTER (D04).

A6A.32.3.14. MAINTAINS WRM AVAILABILITY REPORT (R20).

A6A.32.3.15. MAINTAINS WRM SHORTAGES (R42).

A6A.32.3.16. MAINTAINS WRM REQUIREMENT BUDGET CODES 1 AND 9 (Q07).

A6A.32.3.17. MAINTAINS SHELF LIFE/FUNCTIONAL CHECK LISTING (GV401).

A6A.32.3.18. MAINTAINS WCDO LISTING (7107).

A6A.32.3.19. MAINTAINS REPAIR CYCLE DATA LISTING (D23).

A6A.32.3.20. MAINTAINS AUTHORIZED FOR RECEIPT OF CLASSIFIED LISTING.

A6A.32.3.21. MAINTAINS ELECTROSTATIC SENSITIVE DEVICES LISTING (R32).

A6A.32.3.22. MAINTAINS WRM/BLSS RECONCILIATION LISTING (S05).

A6A.32.3.23. MAINTAINS WRSK/BLSS AUTHORIZATION LISTING (S07).

A6A.32.3.24. WRSK STATUS REPORT. Notifies HHQ by drafting message whenever WRSK is deployed, redeployed, or returned and forwards draft message to branch.

A6A.32.3.25. WRSK RECAP REPORT. Notifies MAJCOM of WRSK transactions that occurred while WRSK was deployed.

A6A.32.3.26. PROVIDES INPUT TO STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS). Prepares statistical data and provides input to SORTS.

A6A.32.4. DEPLOYABLE COMBAT SUPPLY SYSTEM:

A6A.32.4.1. CONDUCTS TRAINING. Schedules and conducts training.

A6A.32.4.2. PERFORMS ROUTINE MAINTENANCE.

A6A.32.5. CLASSIFIED SECURITY:

A6A.32.5.1. CHECKS FACILITY. Checks exterior wall, hinge, lock, and door of facility, annotates security container check record.

A6A.32.5.2. MAINTAINS COMBINATION AND VAULT ACCESS LIST.

A6A.33. PERFORMS OPERATIONS SUPPORT MANAGEMENT AND ADMINISTRATION:

A6A.33.1. MANAGEMENT. Manages section activity, administers personnel, manages personnel, drafts communication, reviews incoming communication, reviews outgoing communication, reviews report and statistical data, manages section reject program, manages delinquent document program, develops budget estimate for branch, investigates accident or incident on section personnel, receives and assists visiting official, conducts or attends meeting, develops directive.

A6A.33.2. ADMINISTRATION SUPPORT. Processes incoming distribution for the section, processes outgoing distribution for the section, answers inquiry, and refers inquiry.

A6A.34. PROVIDES SUPPLIES AND EQUIPMENT STORAGE AND HANDLING. Stores supplies (includes classified pilferable and sensitive), separates property by stockroom, transports property to stockroom, checks data, places supplies in storage area, assigns location, and removes supplies (includes classified, pilferable, and sensitive).

A6A.35. PULLS PROPERTY FROM STORAGE. Receives and reviews issue, transfer or shipping document; travels to storage area; pulls item; annotates document; transports material, support, to supported organizations or packing and crating.

A6A.36. PERFROMS POST-POST OPERATION. Processes post-post to stock, and post-post issues.

A6A.37. PERFORMS STORAGE AND ISSUE TERMINAL OPERATION.

A6A.38. PERFORMS BIN LABEL MAINTENANCE. Replaces damaged or missing labels with label prepared by computer, prepares form, receives bin label, travels to storage location, and secures bin label to storage location.

A6A.39. PERFROMS MANAGEMENT LISTING MAINTENANCE. Processes, reviews, maintains, researches, and annotates listing.

A6A.40. PERFROMS WAREHOUSE VALIDATION. Schedules validation, performs warehouse validation, and requests special inventory.

A6A.41. PERFROMS DECENTRALIZED INVENTORY. Isolates area and maintains recap sheet.

A6A.42. PERFROMS PROPERTY RE-WAREHOUSING. Moves property from one location to another to enhance the storage layout.

A6A.43. PERFROMS WAREHOUSE REFUSAL. Conducts research, checks adjacent location, checks locator listing and notifies supervisor, verifies shortage, and annotates issue or shipment document.

A6A.44. PERFROMS FACILITIES MAINTENANCE. Paints facility, maintains bin, performs construction, performs housekeeping, performs maintenance and inspection of hazardous material, and performs maintenance and inspection of radioactive material.

A6A.45. PERFORMS MATERIEL HANDLING EQUIPMENT (MHE) MAINTENANCE.

A6A.45.1. PERFORMS MAINTENANCE ON MHE POWERED EQUIPMENT. Performs operator maintenance on forklifts and pallet lifts per operator manual.

A6A.45.2. PERFORMS MINOR MAINTENANCE ON NON-POWERED EQUIPMENT. Performs maintenance on pallet jack, warehouse safety ladder, hand cart, and dolly.

A6A.46. PERFORMS AFTER-HOURS SUPPORT.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS									
Inventory Mgt Craftsman	2S071	MSG	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	TSG	1	1	1	1	2	2	2	2	2
Inventory Mgt Journeyman	2S051	SSG	2	3	3	3	3	3	4	4	4
Inventory Mgt Journeyman	2S051	SRA	3	3	3	4	4	4	4	5	5
Inventory Mgt Apprentice	2S031	A1C	2	2	3	3	3	4	4	4	5
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			13	14	15	16	17	18	19	20	21
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS							1	1	1
Inventory Mgt Craftsman	2S071	MSG	1	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	TSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Journeyman	2S051	SSG	5	5	5	5	5	5	5	6	6
Inventory Mgt Journeyman	2S051	SRA	5	5	6	6	7	7	7	7	8
Inventory Mgt Apprentice	2S031	A1C	5	5	5	6	6	6	6	6	6
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			22	23	24	25	26	27	28	29	30

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	2	2	2	2	2	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	3	3	3	4	4	4	4	4	4
Inventory Mgt Journeyman	2S051	SSG	7	7	7	7	7	7	7	8	8
Inventory Mgt Journeyman	2S051	SRA	8	8	9	9	9	9	10	10	10
Inventory Mgt Apprentice	2S031	A1C	6	7	7	7	8	8	8	8	9
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			31	32	33	34	35	36	37	38	39
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS									
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	TSG	4	4	4	4	4	5	5	5	5
Inventory Mgt Journeyman	2S051	SSG	9	9	9	9	10	10	10	10	11
Inventory Mgt Journeyman	2S051	SRA	10	11	11	12	12	12	13	13	13
Inventory Mgt Apprentice	2S031	A1C	9	9	10	10	10	10	10	11	11
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			40	41	42	43	44	45	46	47	48

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	3	4	4	4	4	4	4	4	4
Inventory Mgt Craftsman	2S071	TSG	5	5	5	5	5	6	6	6	6
Inventory Mgt Journeyman	2S051	SSG	11	11	11	11	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SRA	13	13	14	14	14	14	15	16	16
Inventory Mgt Apprentice	2S031	A1C	11	11	11	12	12	12	12	12	13
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			49	50	51	52	53	54	55	56	57
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	1	1
Inventory Mgt Craftsman	2S071	MSG	4	4	4	4	5	5	5	5	5
Inventory Mgt Craftsman	2S071	TSG	6	6	6	6	6	7	7	7	7
Inventory Mgt Journeyman	2S051	SSG	13	13	13	14	14	14	14	14	15
Inventory Mgt Journeyman	2S051	SRA	16	17	17	17	17	17	18	18	18
Inventory Mgt Apprentice	2S031	A1C	13	13	14	14	14	14	14	15	15
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			58	59	60	61	62	63	64	65	66

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	1	1	1	1	1	1	1	2	2
Inventory Mgt Craftsman	2S071	MSG	5	5	5	5	5	5	6	6	6
Inventory Mgt Craftsman	2S071	TSG	7	7	7	7	8	8	8	8	8
Inventory Mgt Journeyman	2S051	SSG	15	15	15	16	16	16	16	16	16
Inventory Mgt Journeyman	2S051	SRA	19	20	20	20	20	21	21	21	21
Inventory Mgt Apprentice	2S031	A1C	15	15	16	16	16	16	16	16	17
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			67	68	69	70	71	72	73	74	75
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	6	6	6	6	6	6
Inventory Mgt Craftsman	2S071	TSG	8	8	8	8	8	9	9	9	9
Inventory Mgt Journeyman	2S051	SSG	17	17	17	17	18	18	18	18	19
Inventory Mgt Journeyman	2S051	SRA	21	22	22	23	23	23	23	24	24
Inventory Mgt Apprentice	2S031	A1C	17	17	18	18	18	18	19	19	19
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			76	77	78	79	80	81	82	83	84

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	6	6	6	7	7	7	7	7	7
Inventory Mgt Craftsman	2S071	TSG	9	9	9	9	9	10	10	10	10
Inventory Mgt Journeyman	2S051	SSG	19	19	20	20	20	20	20	21	21
Inventory Mgt Journeyman	2S051	SRA	24	25	25	25	26	26	26	26	27
Inventory Mgt Apprentice	2S031	A1C	20	20	20	20	20	20	21	21	21
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			85	86	87	88	89	90	91	92	93
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	7	7	7	7	7	7	7	7	8
Inventory Mgt Craftsman	2S071	TSG	10	10	10	10	11	11	11	11	11
Inventory Mgt Journeyman	2S051	SSG	21	21	22	22	22	23	23	23	23
Inventory Mgt Journeyman	2S051	SRA	27	27	27	28	28	28	28	29	29
Inventory Mgt Apprentice	2S031	A1C	22	22	22	22	22	22	23	23	23
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	2	2	2	2	2	2	2	2
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			94	95	96	97	98	99	100	101	102

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	8	8	8	8	8	8	8	8	9
Inventory Mgt Craftsman	2S071	TSG	11	11	11	12	12	12	12	12	12
Inventory Mgt Journeyman	2S051	SSG	24	24	24	24	24	25	25	25	25
Inventory Mgt Journeyman	2S051	SRA	29	30	30	30	30	30	31	31	31
Inventory Mgt Apprentice	2S031	A1C	23	23	24	24	25	25	25	26	26
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			103	104	105	106	107	108	109	110	111
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	2	2	2	2	2	2	2	2	2
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	9	9	9	9	9
Inventory Mgt Craftsman	2S071	TSG	12	12	12	13	13	13	13	13	13
Inventory Mgt Journeyman	2S051	SSG	25	26	26	26	26	27	27	27	28
Inventory Mgt Journeyman	2S051	SRA	32	32	32	32	33	33	33	34	34
Inventory Mgt Apprentice	2S031	A1C	26	26	27	27	27	27	28	28	28
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			112	113	114	115	116	117	118	119	120

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	1	1	1	1
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	9	9	9	9	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	13	13	13	13	13	14	14	14	14
Inventory Mgt Journeyman	2S051	SSG	28	28	28	29	29	29	29	29	30
Inventory Mgt Journeyman	2S051	SRA	34	35	35	35	35	35	36	36	36
Inventory Mgt Apprentice	2S031	A1C	28	28	29	29	29	29	29	30	30
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			121	122	123	124	125	126	127	128	129
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	1	1	1	1	1	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	10	10	10	10	10	10	10	10	10
Inventory Mgt Craftsman	2S071	TSG	14	14	14	14	15	15	15	15	15
Inventory Mgt Journeyman	2S051	SSG	30	30	30	31	31	31	31	31	32
Inventory Mgt Journeyman	2S051	SRA	37	38	38	38	38	38	39	39	39
Inventory Mgt Apprentice	2S031	A1C	30	30	31	31	31	31	31	32	32
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			130	131	132	133	134	135	136	137	138

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Combat Operations Support/41E1			2089.10 - 25069.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	11	11	11	11	11	11	11	11	11
Inventory Mgt Craftsman	2S071	TSG	15	15	15	15	15	16	16	16	16
Inventory Mgt Journeyman	2S051	SSG	32	32	32	33	33	33	33	34	34
Inventory Mgt Journeyman	2S051	SRA	39	40	40	40	41	41	41	41	42
Inventory Mgt Apprentice	2S031	A1C	32	32	33	33	33	33	34	34	34
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
TOTAL			139	140	141	142	143	144	145	146	147
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply	*23S4	MAJ	1	1	1	1	1	1	1	1	1
Supply	23S3	LT	1	1	1	1	1	1	1	1	1
Supply Manager	2S000	CMS	2	2	2	2	2	2	2	2	2
Supply Management Supt	2S090	SMS	3	3	3	3	3	3	3	3	3
Inventory Mgt Craftsman	2S071	MSG	11	11	11	12	12	12	12	12	12
Inventory Mgt Craftsman	2S071	TSG	16	16	16	16	16	17	17	17	17
Inventory Mgt Journeyman	2S051	SSG	34	34	35	35	35	35	35	36	36
Inventory Mgt Journeyman	2S051	SRA	43	43	43	43	44	44	44	44	45
Inventory Mgt Apprentice	2S031	A1C	34	35	35	35	35	35	36	36	36
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2	2	2	2	2
* Category Two: Convert this position to a CPT (23S3).											
* Category Three and Four: Convert this position to a SRA (2S051).											
TOTAL			148	149	150	151	152	153	154	155	156

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PROCESS ANALYSIS SUMMARY**COMBAT OPERATIONS SUPPORT**

PROCESS TITLE	PROCESS TIME (MAN-HOURS)	PROJECTED WORKLOAD	FRACTIONAL MANPOWER (F=FIXED)
Item Record Maintenance	0.004	42928.5	1.069
Data Research	0.75	726.3	3.390
Customer Request	0.29	4358.3	7.865
Performs After Hours Support	482.10		3.000 (F)
Stock Number Users Directory (SNUD)	5.56	16.9	0.586
Data Maintenance	163.27		1.016 (F)
Item Availability	0.86	370.1	1.981
Property Requisition	1.77	275.0	3.029
Lateral Support	221.17		1.376 (F)
WRM Management	217.94		1.356 (F)
War Reserve Material (WRM)	31.83	72.0	14.261
Due in from Maintenance (DIFM)	0.15	1428.8	1.334
Awaiting Part (AWP)	0.83	229.2	1.184
Reparable Processing	0.40	1765.4	4.394
Delinquent Document Program	2.26	30.6	0.431
Reject Management	0.28	630.0	1.098
Supply & Equipment Storage and Handling	0.20	431.9	0.538
Pulls Property from Storage	0.15	1601.0	1.494
Listing & File Maintenance	78.93		0.491 (F)
Post-Post Operation	0.18	349.2	0.391
Warehouse Refusal	5.57		0.035 (F)

Performs Material Handling Equipment (MHE) Maintenance	0.18		0.001 (F)
Facilities Maintenance	52.96		0.330 (F)
Reports	108.23		0.673 (F)
Rejects	0.27	183.0	0.307
Storage & Issue Terminal Operation	0.03	1548.4	0.289
Bin Label Maintenance	0.09	108.6	0.061
Management Listing Maintenance	103.04		0.641 (F)
Customer Query	0.27	153.0	0.257
Inventory	4.82	3.7	0.110
Warehouse Validation	2.12	5.5	0.072
Reporting Organization File (ROF)	12.03		0.075 (F)
Demand Processing Management	105.99		0.660 (F)
Decentralized Inventory	3.10		0.019 (F)
Property Re-warehousing	24.64		0.153 (F)
Local Manufacture	1.50	41.3	0.386
Performs Annual Standard Reporting Designator Validation	0.81		0.005 (F)
Supply Point	2.65	15.3	0.252
Special Transportation	18.75		0.117 (F)
Time Compliance Technical Order (TCTO) & Time Change Item (TCI) Requirement	3.05	35.9	0.681
Base Intensive Managed Item	54.38		0.338 (F)
Materiel Deficiency Report/ Quality Deficiency Report (MDR/QDR)	30.80		0.192 (F)

Management	321.40		2.000 (F)
Administration Support	160.70		1.000 (F)
Operation Support Management and Administration	160.70		1.000 (F)
Demand Processing Administration Support	48.32		0.301 (F)
MICAP Meeting	1.39	27.4	0.237
TOTAL FRACTIONAL MANPOWER			60.474

NOTE: Processes are in priority sequence.